Card T&A and Access Control System

User Guide

(V1.3)

Subject to change without notice.

Advantage of Card Time Attendance

- Three level-up
 - 1. Management level-up
 - 2. Profit level-up
 - 3. Enterprise image level-up
- Three reductions
 - 1. Employee dispute reduction
 - 2. Work redundancy reduction
 - 3. Environmental pollution reduction

• Full function

The system can realize different functions such as attendance remark, calculation and report printing. The remark can be made for reasons such as business leave, absence, marriage holiday and etc.; the checking and calculation can be made in accordance with different time periods, departments, individual or combination due to various reasons for absence; the report generation and printing function can be realized perfectly.

• Flexible Shift Maintenance

The software supports shift on week basis, rotation shifts etc. Various shifts, public holidays, individual leave and overtime are available to meet the complicated needs of every enterprise.

• Standalone

The machine can work without connecting to PC, convenient in operation and no need to occupy any extra resource.

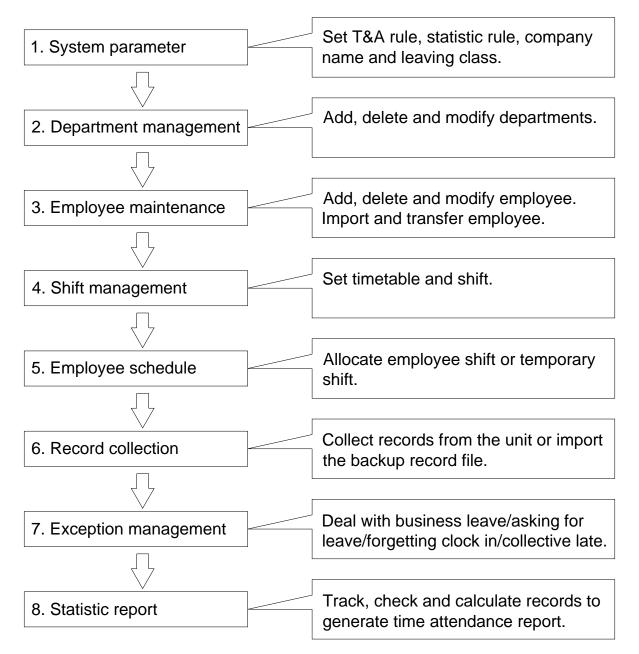
• Multi-communication in network

For large enterprise, multiple devices can be applied to do attendance synchronously, which will convenient for large quantity of users and save time.

Software Operation Flowchart (Important chapter please read carefully)

This software includes: System parameter, department management, employee maintenance, shift management, employee leave and statistic report etc. Then how to use this system in a right way? It is far from enough to understand only the function of each module but to know the connections between them and the system operation flowchart. Thus, a correct report can be generated.

Software operation flowchart can be described in brief as follows:



1. When the software is run for the first time, please set parameters including company name, time attendance rule, statistic rule for early, late and overtime etc., leave class. When the setting is completed, it is usually not needed to be modified

unless the management rules of this company changes.

2. Normally there are many departments in one company and all departments need to be entered manually unlike the directly import of employee. Department setting should be completed before employee maintenance.

3. When the software is used for the first time, please make a Text file (*. txt) or MS Excel file (*.xls) for company employee in accordance with certain format. For the format, please refer to [import employee list] so that all employee can be import to the system at one time. Employee can be added, deleted, modified and transferred to new department during future use.

4. First add the proper timetable (from on-duty time to off-duty time) according to the company rule and then set shifts.

5. After the shift setting is completed, it will work until shift is allocated to employee. Each employee can only have one shift. Please note the starting date of the shift. After the allocation of the shift, the arranged working date and time can be seen clearly for each employee.

6. Transaction records are stored in the time attendance unit. Please download the records from the unit before report calculation. In addition, employee information can be uploaded and downloaded between the unit and the computer. Please refer to "Background management" for detailed information.

7. There is always employee away for business, asking for leave and forgetting clock happening in a company. Once it occurs, please deal with it in time in the software to ensure the correctness of the statistic report.

8. After all the above mentioned operation is done, the calculation of report can be operated. The report can calculate the time attendance status of all employee or a certain employee from a certain department in a certain time period.

In [Attendance Calculating and report], first please select the starting and ending date of the employee, click "Calculate" and the system will calculate automatically and check the validity of the records. (There are some invalid records during the use of the unit. For instance, if one employee presses the card twice during a very short time period, one of the records will be regarded as invalid.) If there is any error in the software calculation, admin can also modify manually to ensure the correctness of the result.

Please note: From the above flowchart, we can see that if there is an error in

calculation report for one employee, the possible reasons are as follows:

Employee shift or temporary shift is incorrect.

Exceptions such as employee away for business/ask for leave/forgetting clock in/out is incorrect.

Checking and calculation of transaction records is incorrect.

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Chapter1 System Installation

This chapter mainly discusses the installation and un-installation of T&A software as well as the hardware and operation system requirement.



1 System Installation

First we should install background management software on the computer. Please refer to the following steps:

1.1 Running Environment
Hardware environment:
Pentium II 266 and above; Pentium III 500 and above is recommended
128 Memory and above; Minimum 100M hardware space
COM Port

CD-ROM (CD-ROM needed in installation)

VGA support 800*600 resolution and above

Operating system:

Microsoft Windows 2000/ XP (recommended);

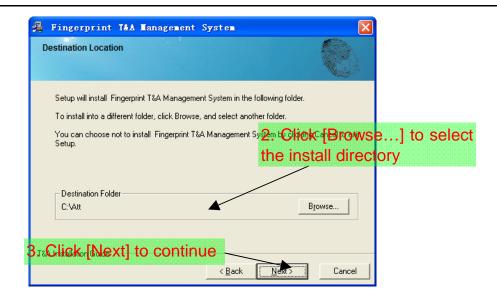
Microsoft Windows Vista;

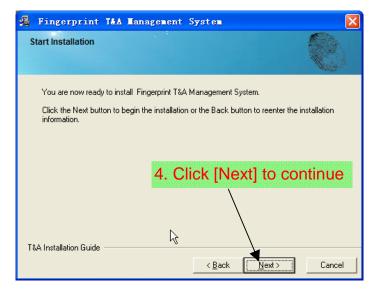
Microsoft Windows 7;

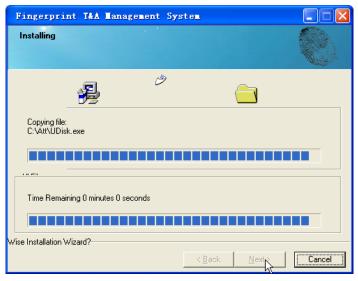
1.2 System Installation

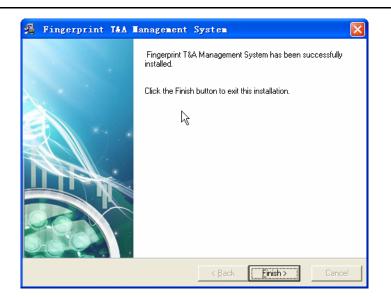
Please insert T&A disc into CD-ROM and the disc will automatically run the installation program. If not, please run setup.exe in the root directory of the disc. The following window will pop up:











Double click it and the T&A management system will be started. In addition, [Card T&A and Access Control System] has been added to [All Programs]. Please see the picture below:

<i>—</i>	💼 Windows PowerShell 1.0	
E Internet Explored	📷 Windows忧化大师	•
	📷 WinRAR	•
🛒 强力卸载电脑上的	📷 Wise Solutions	•
QQ电脑管家	💼 番茄花园StyleXP主题	•
	💼 附件	,
Notepad	💼 Fingerprint T&A Management System	🕨 📃 Communication Management Software
J Hotepau	「「「「」」(「「」」) (ジーン) (ジー) (ジーン) (ジー) (ジー) (ジー) (ジー) (ジー) (ジー) (ジー) (ジー	🕨 🕖 Fingerprint T&A Management System
Microsoft Office	💼 鲁大师	🕨 🥯 V Disk Management
2003	💼 屏幕录像专家V7.5	🕨 🎲 Uninstall Fingerprint T&A Management System
Ai Adobe Illustrato	💼 启动	•
Wicrosoft Office	💼 驱动精灵	•
2003	💼 搜狗拼音输入法	•
🔶 Tencent. exe	💼 腾讯软件	•
M rencent. exe	祫 讯雷软件	

The shortcut of [Card T&A and Access Control System], [Time and Attendance machine Management] and [U Disk Module Management] are included in [Bio-office Card T&A and Access Control System].

1.3 Uninstall the software

Click [Uninstall Card T&A and Access Control System] in the above picture, click [Next] and the program will be uninstalled automatically.

Please note: All the files and data will be deleted after uninstalling the program so please make sure before operation.

Chapter2 Background Management

The main theme of this chapter is how to collect attendance records from different terminals with management software and generate different reports. The background software can manage employee information, set rules of attendance etc.



2 Background Management

Management software can collect attendance records from different terminals, calculate according to shift setting and finally generate different reports.

2.1 Login System

Double click the icon [22] on the desktop to start the attendance background management program. The log-in interface will pop up as follows:

1. Input admin and pa	Administrator: Adm Password:	in <u>2. Click [OK]</u>	to login system
Fingerprint T&A management syst System MR Management Attendance Exception		System menu	
Employees	Timetable	Shortcut bu	utton
	Record Re	pot Clear Data	
	Append Rec.	Compress DB Exit System	us column

The main interface includes three parts:

1. System menu: Include the whole function module & information

2. Shortcut button: Shortcut button of common function module, array in working order, easy to work on

3. Status column: Show the current time, logged-in administrator and so on.

2.2 System Menu

2.2.1 Parameters Setting

Basic Parameters:

/	1. Click [System]—[Parameters Settings]	
Fingerprint T&A Hanagement S	ystem V4.4.5	
System HR Management Atterdance Excep		
Administrators		
Administrator's Password Set Modified Record Log Managing Log		
DataBase Linking	2. Input your company name that will be	
Exit System Ctrl+X	System parameters setting	
	Basic parameters Stat. Rules Leave class Field definition Basic info	
3. Set the Common	A workday count as 480 Minute A workday count as 480 Minute Not clock in count as late On duty On duty Off duty Go min later clock-in count as overtime Off duty deduct the 'On duty X minutes later' Minute Minut	
	4. Click [OK] to save	
2011-06-16 10:13:45 Admin	Fingerprint T&A Management System Be True & Safe	

Unit name will be deemed as the head of departments list.

[A working day count as X minutes] means A valid workday is the time range from time period 1 (On duty) to time period 2 (Off duty), and the default value for a valid workday is 480 minutes (8 hours). Please note the calculation is by minute.

[Not clock in count as late X minutes]: If the check box "minutes calculated as coming late if no clock in" is selected, calculation for "no clock in" will be regarded as coming late minutes. If the check box is not selected, calculation for "no clock in" will be regarded as absent from work.

[Not clock out count as earlier X minutes]: If the check box "minutes calculated as leaving early if no clock out" is selected, calculation for "no clock out" will be regarded as leaving early minutes. If the check box is not selected, calculation for "no clock out" will be regarded as absent from work.

[On duty X minutes earlier clock-in count as overtime]: Calculation is by minute.

This option will be effective before valid work time set. For example: If it is set be 60 minutes and on duty time is set be 09:00, then clock in records after 08:00 will be regarded as overtime work. If the clock in time is 07:40, then overtime work will be calculated as 80 minutes.

[Off duty X minutes later clock-out count as overtime]: Calculation is by minute. This option will be effective after valid work time set. For example: If it is set be 60 minutes and off duty time is set be 17:00, then clock out records after 18:00 will be regarded as overtime work. If the clock out time is 18:20, then overtime work will be calculated as 80 minutes.

[Deduct the 'On duty X minutes earlier']: Calculation is by minute. This option will be effective after valid work time set. For example: On duty time is set be 09:00, also set [clock-in time earlier than on-duty time is counted as overtime] be 30 minutes.

Then if one employee clock-in time is 08:00, if also choose [deduct the clock-in 'x minutes earlier'], then the actual overtime is 30 minutes; if not choose, then the actual overtime is 60 minutes.

[Deduct the 'Off duty X minutes later']: Calculation is by minute. This option will be effective after valid work time set. For example: Off duty time is set be 17:00, also set [clock-out time later than off-duty time is counted as overtime] be 30 minutes.

Then if one employee clock-out time is 18:00, if also choose [deduct the clock-out 'x minutes later'], then the actual overtime is 30 minutes; if not choose, then the actual overtime is 60 minutes.

Stat. Rules: This page describes the stat. rules of items: normal, late, early, business leave, leave, absence, overtime, free overtime.

/			2
Fingerprint T&A Hanagement	System V4.4.5		
System HR Management Atteradance Exc Parameter Settings Administrators Administrator's Password Set	eption Data Maintenance Exte	rnal Help	
Modified Record Log Managing Log			
DataBase Linking			
Exit System Ctrl+X	Systen parameters Basic parameters Stat. Rules		
	Stat. Items:		4. Set [Stat. Rules]
	Normal Late Early Business Leave Lave Absence Stau away	Stat. Rule Unit Set Unit. Day Minimum: 1.0	
3. Select the	stat	Round-off control	
		 ○ Round up ✓ Round at total ⊙ Round off ○ Accumulate by tire 	nes em
			Cancel
		5. Click	[OK]
2011-06-16 10:13:45 Admin	Fingerprint T&A Mana;	ement System - Be True & Safe	

1. Click [System]—[Parameters Settings]

Accumulate by times: Only calculate the total times, display the accumulated times in report.

Round at total: Add up the total time and then round according to corresponding unit.

Round down: Abandon the decimal regardless it is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 1 day.

Round up: Add one unit regardless the decimal is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 2 day.

Round off: If the decimal is equal to or over 0.5, add one unit, or else, abandon it. Notice: the setting of stat. Rules above will directly affect the statistical result Please make above setting according to the true status of your company to ensure the accuracy of reports.

Leave Class: Click page [Leave Class] in pic2.1, following shows:

Fingerprint T&A Management S		
System HR Management Attendance Excep	tion Data Maintenance External Help	
Administrators Administrator's Password Set		
Modified Record Log		
Managing Log		
DataBase Linking		
Exit System Ctrl+X		
Exit System CHI'A	2. Select [Leave Class]	
Employe		
2 mp oyo		
	Basic parameters Stat. Rules Leave class Field definition	
	A Bet the leave class A Set the leave class	
O Click Manage		
3. Click [Apper		
	Sales Show Color: Red	
	Indicating Symbol:	
	5. Click [Save] to save	
2011-06-16 10:13:45 Admin		

Modify leave class:

Select the name of leave class which one need to be revised, click [Modify], input new name of leave class and color, and click [save] to finish.

Delete leave class:

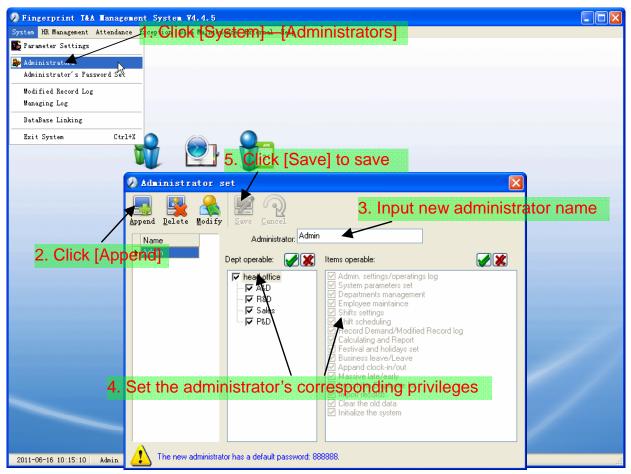
Select the name of leave class which one need to be deleted, click [Delete], and click [OK] to finish.

Field definition:

1. Click [System]—[Para	meters Settings]		
Fingerprint T&A Management S	ystem V4.4.5		
System JR Management Attendance Excep	tion Data Maintenance External Help		
Administrator's Password Set			
Modified Record Log Managing Log			
DataBase Linking			
Exit System Ctrl+X		2. Click [Field definition]	
Employe 1. Select field nat	Basic parameters Stat. Hules Leave c	Input new field value:	to add the value
2011-06-16 10:13:45 Admin	Fingerprint T&A Management System	Be True & Safe	
2011 00 10 10.13.43 AumIR	Tingerprint for management System	De line « Date	

This page add the corresponding value for [Nation], [Specialty], [Position] [Education] in menu [Employee maintenance].

2.2.2 Administrators



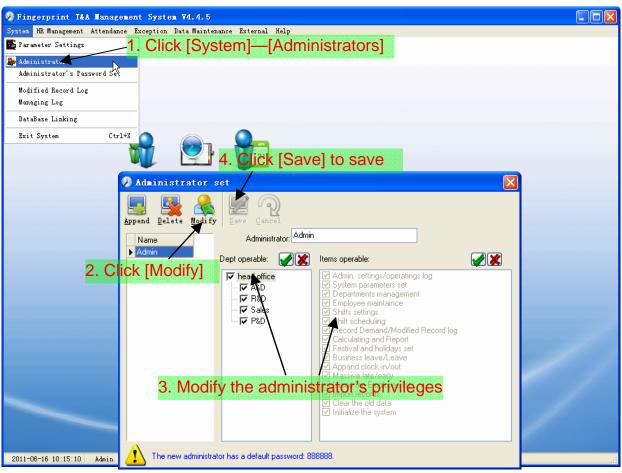
The default password of new administrator is '888888'. Please login as the new registered administrator and click menu [System] -- [Administrator's password set] to set new password of administrator for system security.

Note:

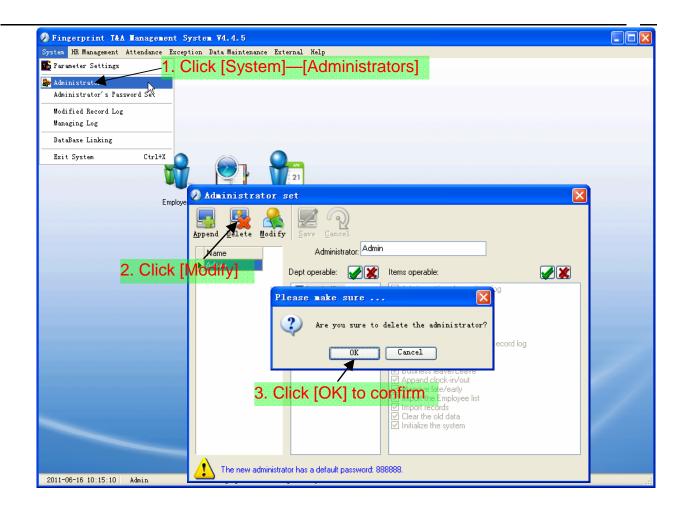
1. Before you using the administrator mode, you need to set the privileges for every administrator with which the administrator can modify the operation items after he log in the software; there are all the items in the "Items operable" list in above picture, such as "Employee maintenance, Shifts settings, Calculating and Report"; we can set different privileges for different administrators so as to divide and manage the task systematically.

2. After you add a new department, you must modify the privileges of the [Dept operable] for the administrators (Select the new department in the [Dept operable] list and save), who will have the privileges to modify the new department, and then you may do other operations.

Modify Administrator:



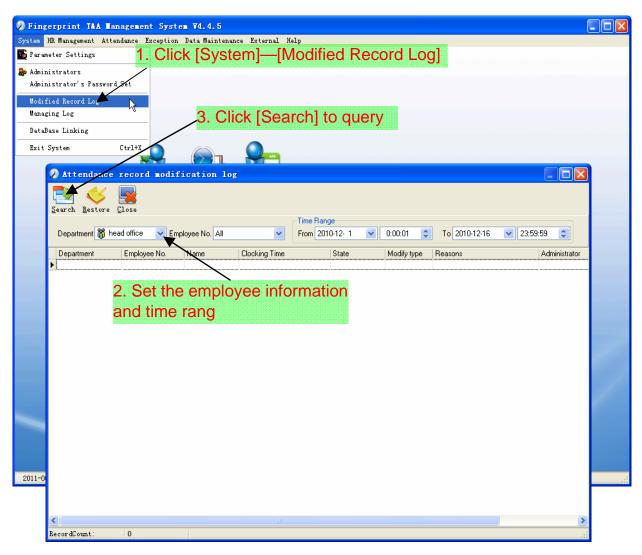
Delete Administrator:



2.2.3 Administrator's Password Set

Fingerprint T&A Ha	nagement Syst	tem V4.4.5			
System HR Management Atte					
🌇 Parameter Settings	1. Clic	k [Syster	n]—[Admin	istrato	r's Password Set]
🎥 Administrators	×				
Administrator's Password	d Set				
Modified Record Log Managing Log	~				
DataBase Linking					
Exit System	Ctrl+X		21		
2. Input the or	Confi	DId Pwd:	<pre>k = to the second second</pre>		Prompt information Prompt information The administrator password modification succeed OK 5. Click [OK] to confirm
2011-06-16 10:16:26 Adm	nin	Fingerprint T&	A Management System	Be	Irue & Safe ;

2.2.4 Modified Record Log



Notice: Modified record log shows all the time attendance record modifications; If there's record that has been revised incorrectly before, it can be recovered by selecting this record and clicking [Restore].

Click [Close] to exit.

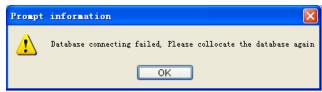
2.2.5 Managing Log

ystem HK Management	Attendance Exception Data	Maintenance External Help		
🔓 Parameter Settings				
Administrators	1 Clic	k [System]—[Ma	naging Log	
- Administrator's Pass	sword Set			
Modified Record Log				
Managing I g	N			
DataBase Linking	2			
Exit System	Ctrl+X			
		21		_
🕗 Admi	nistrator operati	ion log		×
		2.	Select administrator,	
			d set the time range	
Search	<u>C</u> lose		a set the time range	
ok IC corch1	to guoni	Time Range		
ck [Search]		From 2008- 3-14 🔽	0:00:01 🗢 To 2009- 4-13 🔽 23:59:59 📚	
ID	Name	Managing Time	Remark	^
▶	22 Admin	2009-4-13 11:53:48	Operating system parameter settings	
	21 Admin	2009-4-13 11:53:30	Operating system parameter settings	
	20 Admin	2009-4-13 11:51:47	Operating system parameter settings	
	19 Admin	2009-4-13 11:49:33	Operating system parameter settings	=
	18 Admin	2009-4-13 11:44:10	Clear the data before " 2009-03-01 "	
	17 Admin	2009-4-13 11:43:21	Operating business leave/leave	
	16 Admin	2009-4-13 11:42:38	Operating business leave/leave	
	15 Admin	2009-4-13 11:41:53	Operating business leave/leave	_
	i o Manini	0000 4 40 44 40 55		
	14 Admin	2009-4-13 11:40:55	Operating business leave/leave	
		2009-4-13 11:40:55 2009-4-13 11:36:39	Operating business leave/leave Operating festival/holiday settings	
	14 Admin			
	14 Admin 13 Admin	2009-4-13 11:36:39	Operating festival/holiday settings	
	14 Admin 13 Admin 12 Admin	2009-4-13 11:36:39 2009-4-13 11:32:16	Operating festival/holiday settings Operating system parameter settings	
2011-06-16	14 Admin 13 Admin 12 Admin 11 Admin	2009-4-13 11:36:39 2009-4-13 11:32:16 2009-4-13 11:25:10	Operating festival/holiday settings Operating system parameter settings Operating system parameter settings	
2011-06-16	14 Admin 13 Admin 12 Admin 11 Admin 10 Admin	2009-4-13 11:36:39 2009-4-13 11:32:16 2009-4-13 11:25:10 2009-4-13 11:24:47	Operating festival/holiday settings Operating system parameter settings Operating system parameter settings Operating system parameter settings	
2011-06-16	14 Admin 13 Admin 12 Admin 11 Admin 10 Admin 9 Admin	2009-4-13 11:36:39 2009-4-13 11:32:16 2009-4-13 11:25:10 2009-4-13 11:24:47 2009-4-13 11:24:41	Operating festival/holiday settings Operating system parameter settings Operating system parameter settings Operating system parameter settings Operating system parameter settings Link the database to	
2011-06-16	14 Admin 13 Admin 12 Admin 11 Admin 10 Admin 9 Admin 8 Admin	2009-4-13 11:36:39 2009-4-13 11:32:16 2009-4-13 11:25:10 2009-4-13 11:24:47 2009-4-13 11:24:41 2009-4-13 11:24:21	Operating festival/holiday settings Operating system parameter settings Operating system parameter settings Operating system parameter settings Operating system parameter settings	

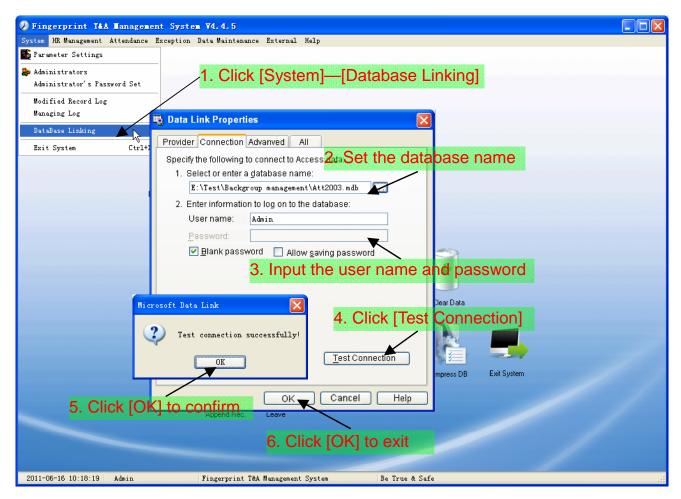
2.2.6 Set Database Link

This system adopts the database interface of Microsoft ADO. The acquiescence database is Access2000.The defaulted is att2003.mdb under the main setup directory. You can set up the database linking again according to the actual conditions.

When the following mistake appears,

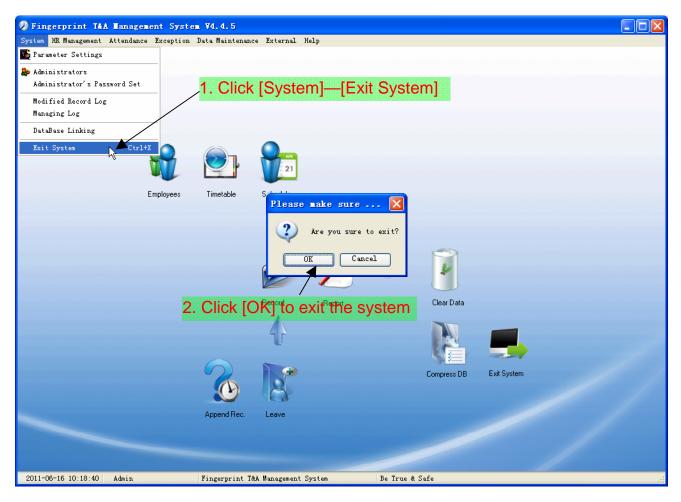


You should link database again:



2.2.7 Exit System

Click [Exit System] in System menu. The following menu springs:

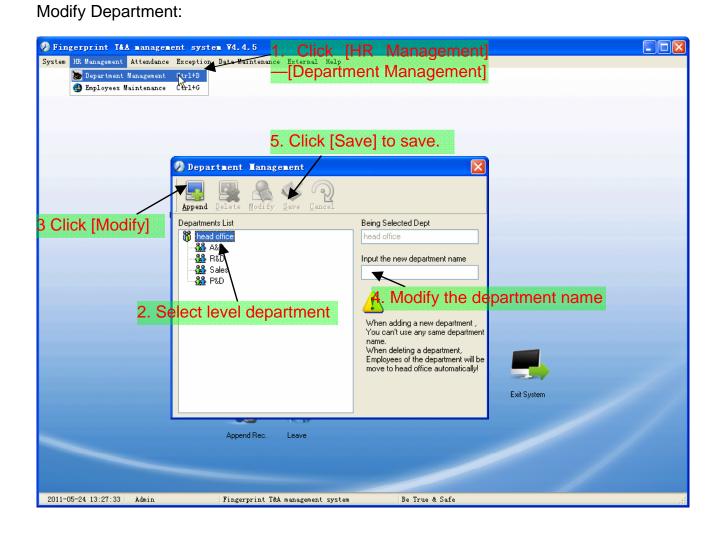


2.3 HR Management

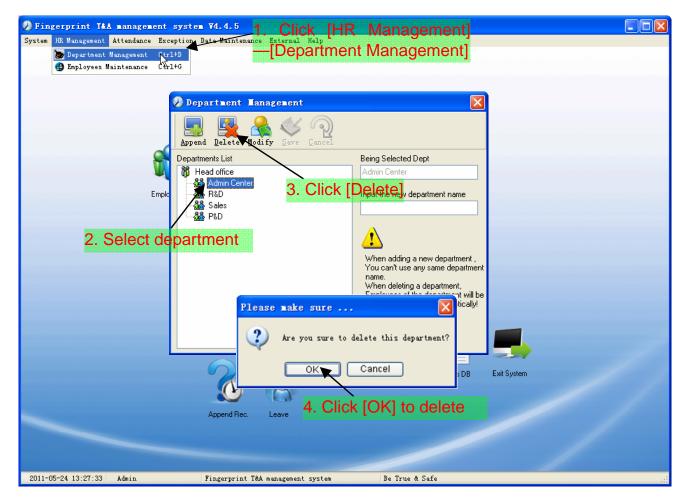
2.3.1 Department Management

	1. Click [HR M		
	—[Department M	anagement]	
Fingerprint T&A management sys	rtez ¥4.4.5		
	on Data Maintenance External Help		
Department Management Arl+D			
2. Click [Append] 3. Se	5. Click [So Department Lanagement Append Pelete Wodify Save Cancel Departments List Medd office ARD Sales RED P&D	Being Selected Dept head office Input the new department name Mon adding a new department name When adding a new department, You can't use any same department, Sou can't use any same department.	
	Append Rec. Leave		
2011-05-24 13:27:33 Admin	Fingerprint T&A management system	Be True & Safe	:

Note: when you want to do some other operations to the new department, you need to set the privilege of modifying the new department for the administrator in the [Administrator] first (choose the new department you just added in the "Department operable").



Delete Department:



Notice: Repetition of department name is not allowed;

If there are employees existing in the deleted department, those employees will be automatically transferred to department of head office.

2.3.2 Employees Maintenance

Click [Employees Maintenance] in [HR Management] menu, the following window appears:

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	- 🎎 Admin Center	Employee	No. 🛆 Name 8102 Judy	Department Head office	Position	Employ Date	Telephone	Address	Gender	Lar
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			8108 Lizzy	Head office						
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2. Select	4. Input Employees Information Employee No. 8102 Gender	<	Name Judy		Card Birth Posi	No.] Calculate Attendanc	e	8

Note: 1. The items of "Calculate Attendance", "Calculate Overtime", "Rest On Holiday" below "Attendance Set" is correlated with report, please set it correctly. If the checkbox of "Calculate Attendance" of this employee is not checked, there will be no statistical result for this employee in the report. If checkbox "Calculate Overtime" is not checked, the statistical result of overtime of this employee will be 0, unless he had [Temporary Shifts] which defines as overtime working; If the checkbox of "Rest On Holiday" is not checked, holidays will make no effect on the shifts for this employee; if the checkbox of "Rest On Holiday" is checked, thus for those holidays, even there are shifts on those days for the employee, those shifts will be invalid. And if there are time attendance records of this employee, those records will be deemed as free overtime.

2. Employee No. is exclusive as well as the first digit cannot be 0!

Employee's Modification:

Choose the employee, click [Modify] and input the new information, then click

[Save].

Employee's Deletion:

Choose the employee; click [Delete] and then click [OK] to complete.

Please be cautious when delete the employee since all this employee's time attendance records, shift arrangement will be deleted at the same time.

Import Employees:

Click [Import], employee importation window springs for importing employees.

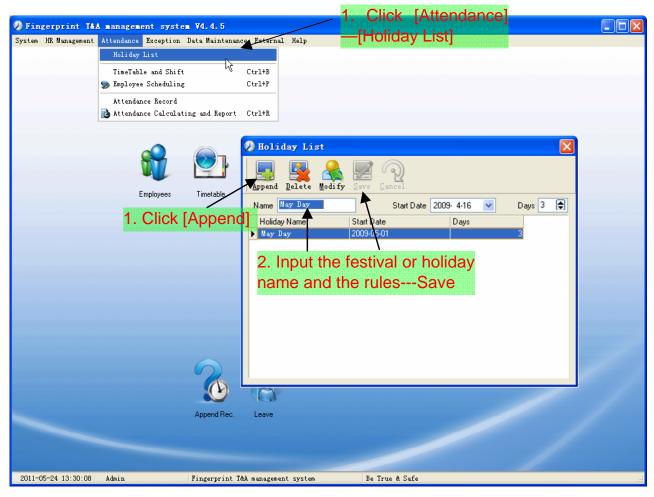
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Export Employee:

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2011-02-25 11:38:17 Admin Fingerprint T&A management system Be True & Safe								

2.4 Attendance

2.4.1 Holiday List



Modification of festivals or holidays:

Select the festivals or holidays you want to revise, then click [Modify] and input the new information. Click [Save] when ready.

Deletion of festivals or holidays:

Select the festivals or holidays you want to delete, and then click [Delete] to perform Deletion of festivals or holidays.

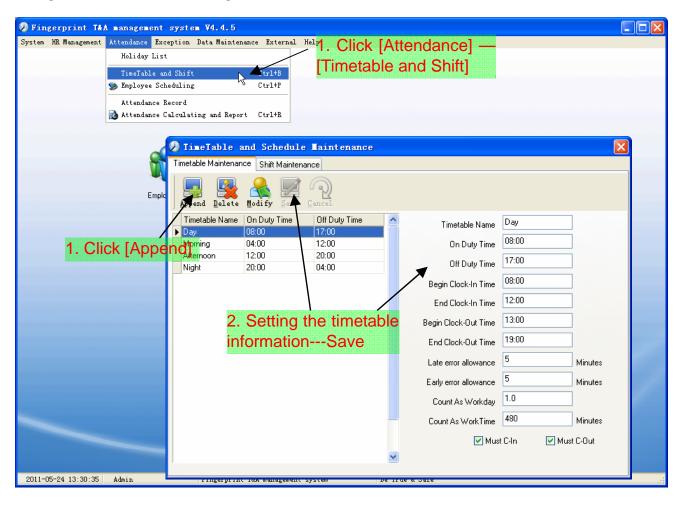
2.4.2 Timetable and Shift

The relationship between shift and timetables:

Shift setup should be done in two steps: First, setup necessary timetables. Second, setup shifts. One or more timetables can be included in one shift.

Timetable is the time period between On-duty and Off-duty required in the company rule. For instance, the company rule requires the working hours be 08:00-12:00 and 13:00-17:00; so 08:00-12:00 and 13:00-17:00 are two timetables. If such a shift needs to be setup, these two timetables should be setup first. Here, we use time table "morning" to indicate "08:00-12:00" and time table "afternoon" to indicate "13:00-17:00"; so two timetables have been setup. (Please refer to the following chapter for details of how to add time tables) and then we can add a shift such as "Normal shift" in which "shift cycle" and "cycle unit" will be setup. Then we should add two timetables - "morning" and "afternoon" so that a shift setup is completed. Brief introduction is mentioned here for you to get a general picture of the relationship between timetable and shift. The details of shift setup will be found in the next two sections.

[Timetable Maintenance]:



Note: Every item should be setup in timetables with no blank left.

[Begin Clock-in Time] and [End Clock-in Time] setup the valid time period for clock-in. Records out of this time range will be treated as invalid ones. For instance [Begin Clock-in Time] is 07:00 and [End Clock-in Time] is 13:00. If clock-in record is 07:01 or 12:59, they are valid records but if clock-in record is 06:59, it is invalid. Besides, [Begin Clock-in Time] and [End Clock-in Time] can be more than one day (meaning [End Clock-in Time] can be before [Begin Clock-in Time]) but it can't be longer than 24 hours.

[Late error allowance] means how many minutes after [On duty] are treated as "late", [Early error allowance] means how many minutes before [End Clock-in Time] are treated as "early"; [Count as work day] and [Count as work time XXX minutes] are used in calculating business leave, leave, absence and overtime.

Checking [Must C-In] and [Must C-out] or not will affect the result of calculation. If [Must C-In] is checked and the timetable is included of Employee A's shift, he will be either considered absence or treated according to [Not clock in count as late XXX minutes] in [Parameter Settings] If he didn't clock in or ask for leave. Otherwise, even if there is off duty record for him only, his attendance will be treated as normal.

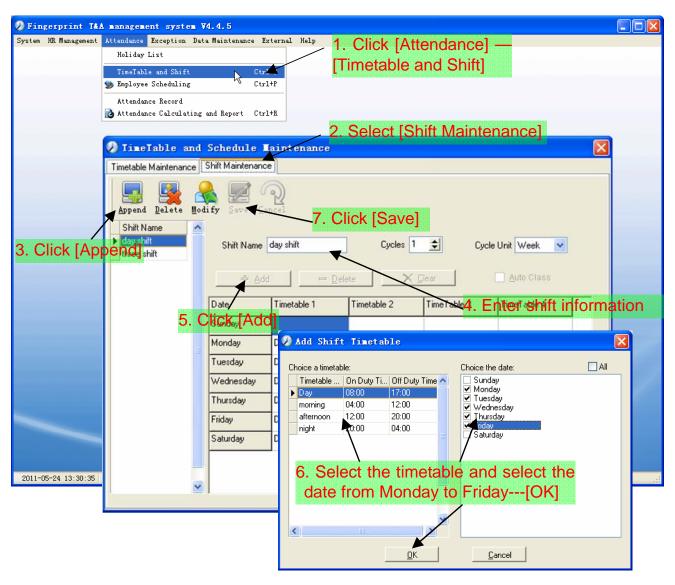
[Timetable Modification]:

Select the timetable name you want to revise, and click [Modify], then input the new information, clicks [Save] when finished.

[Timetable Deletion]:

Select the timetable you want to delete, click [Delete], and click [OK] to make sure.

[Shift Maintenance]:



[Delete]: Select the timetable you want to delete and click [Delete].

[Clear]: Clear all the timetables of the shift.

[Auto Class]: Arrange the shift automatically. When an employee has several shifts during one period, he need to finish all the shifts if it is not arranged the shifts automatically otherwise he will be regarded as absence; if you select the [Auto Class], just finishing one shift of the period is reared as normal attendance.

Modify a shift: Select the shift to be modified and click [Modify], and enter new information in [Shift Name] etc., click [Save] to complete.

Delete a shift: Select the shift to be deleted and click [Delete].

Example:

Add Timetable:

Complete process for adding four timetables:

Day shift 08:00 - 17:00 Morning shift 04:00 - 12:00

Noon shift 12:00 - 20:00 Night shift 20:00 - 04:00

Other information can be setup according to practical situations. Please note there should be no blank left.

Three Shifts:

Add "Three shifts" (Please note: It is assumed that the shift goes around every week, cycle every three weeks and employee is on holiday every Saturday and Sunday.)

Step 1: Click [Append], enter "Three shifts" in [Shift Name], set [Cycle] to "3" and [Cycle Unit] to "Week". Please see the picture below:

Ø TimeTable and	Schedule I	aintenance				
Timetable Maintenance	Shift Maintenance					
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	⊕ <u>A</u> dd	- <u>D</u> e	elete	Glear	Mun class	
	Date	Timetable 1	Timetable 2	TimeTable 3	TimeTable 4	
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	Monday					-
1	Tuesday					
	Wednesday					
	Thursday			1997 - 19		
	Friday					-
	Saturday					-
	Sunday					-
	Monday					~

Step 2: Add corresponding working hour timetable in accordance with "Cycle":

First week (morning shift, from Monday to Friday):

Click [Add] and the following window pops up:

 Sunday Monday Tuesday Wednesday Thursday 	☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday
 ✓ Friday Saturday Sunday Monday Tuesday Wednesday Thursday Friday Saturday Sunday Monday 	
	☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Select the timetable "Morning shift" to be added and select the time range to apply to this timetable "from Monday to Friday of the first week" and click [OK] to complete the setting of the first week.

Second week (afternoon shift, from Monday to Friday):

Click [Add], make corresponding operation in the springing window (see the result below):

🕗 Add Shift	: Timetab	le		×
Choice a timetab Timetable Day morning afternoon night		Off Duty Time / 17:00 12:00 04:00	Choice the date: Sunday Wednesday Tuesday Friday Saturday Wednesday Monday Vednesday Vednesday Vednesday Vednesday Vednesday Saturday Saturday Saturday Saturday Tuesday Vednesday	All U ednesday Thrusday Friday Saturday
	1	<u>0</u> K	<u>C</u> ancel	

Click [OK] to complete the working hour setting for the second week.

Third week (night shift, from Monday to Friday):

Click [Add], make corresponding operation in the springing window (see the result below):

hoice a timetab	ole:		Choice the date:	📃 All
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Step 3: Click [OK] to complete the working hour setting for the third week.

Step 4: After the completion of above steps, please don't forget to click [Save] and the setup of "three shifts" will be done (see the picture below):

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	Wednesday	morning				
	Thursday	morning				
	Friday	morning				
	Saturday					
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6. (Click [A	ddl.	beginnir		<u>ا</u>				
			Endir	ng 2010-04-30 💌		7. Click	(OK)		
			Add	Del.	1				Cancel

Please note:

If the cycle unit of scheduling is "week" and the amount of cycle is more than 2, the starting date should setup as "Sunday".

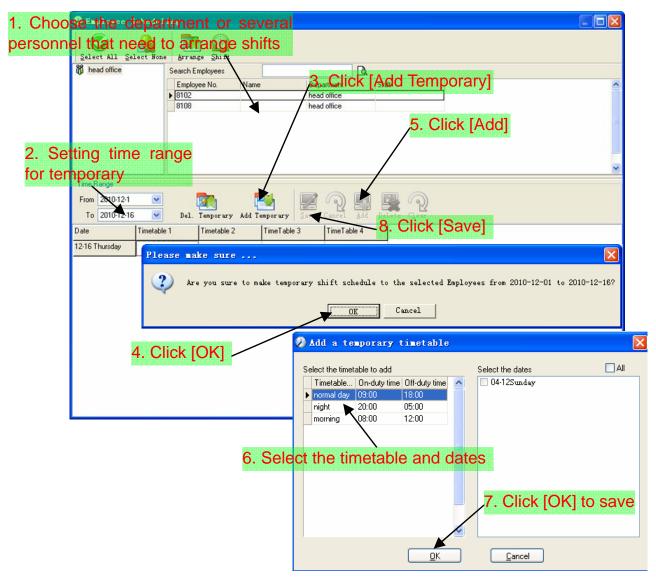
If the cycle unit of scheduling is "month" and the amount of cycle is more than 2, the starting date should setup as "1st day of a month".

Deletion of the shifts:

Select the shifts in the shifts form which you want to delete, click Delete button, and click ok on the pop up dialog box to finish the deletion.

Arrange a Temporary Shift:

When one or many employee's working time needs to be changed temporarily, you can arrange a temporary shift.

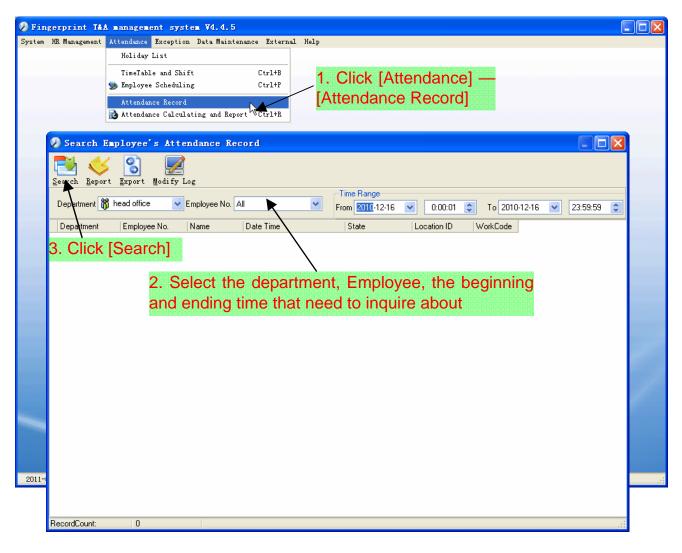


[Delete]: Delete the selected timetable;

[Clear]: Delete all the timetables in the current time range;

[Cancel]: Delete the existing temporary scheduling in the selected time range;

2.4.4 Attendance Records



🕗 Search Employee'	s Attendance Record	
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		Time Range
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Department	Employee No. Name	Date Time State Location ID WorkCode
head office	8103 Micheal	2010-12-03 08:53:00 0
head office	8103 Micheal	2010-12-06 08:53:00 0
head office	8103 Micheal	2010-12-06 18:03:36 0
head office	8103 Micheal	2010-12-07 08:53:00 0
head office 4	Click Report	when the window displays the attendance
head office	8103 Micheal	2010-12-08 08:53:00
head office	nquiry fecords,	weisan get the report form automatically.
head office	8103 Micheal	2010-12-09 08:53:00 0
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head office	8103 Micheal	2010-12-10 08:53:00 0
head office	8103 Micheal	2010-12-10 18:03:36 0
head office	8103 Micheal	2010-12-13 08:53:00 0
head office	8103 Micheal	2010-12-13 18:03:36 0
head office	8103 Micheal	2010-12-14 08:53:00 0
head office	8103 Micheal	2010-12-14 18:01:35 0
head office	8103 Micheal	2010-12-15 08:53:00 0
head office	8103 Micheal	2010-12-15 18:05:52 0
head office	8103 Micheal	2010-12-16 08:53:00 0
head office	8103 Micheal	2010-12-16 17:59:52 0
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Attendance records exporting:

If need to lead out the attendance record, only need to click export, you can lead out the data inquired. (File format: *.txt, *.xls)

Click [Modify Log] and the log-modifying window will be called for reviewing the modification log of time and attendance records.

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2.4.5 Attendance Calculating and Report

There are four Tabs of information after search and calculation which can be viewed respectively:

[Attendance Exceptions]: Display the dealt result of the original attendance records;

[Shift Exceptions]: Display employee's attendance result in the scheduled time period;

[Other Exceptions]: Display employee's leave, out and overtime etc.;

[Calculated Items]: Display all employees' calculated items such as "normal", "actual", "late", "early", "absent", "overtime" etc..

Please note: When dealing with "Out" calculation, there should be "Out back" and only "Out" and "Out back" in one shift can be calculated.

Working hours in the report="Actual" -"Late"-"Early"-"Out"

Exceptions of attendance records dealt with:

Open the attendance exceptions option card to deal with the records:

We will see such mistakes as "state mistake", "invalid record", "repeated record", etc. are described. (If we will revise to write down, click the right key and springs the following menu):

2010-12-03 08:56:00 Clock In		Normal record	Day
Export Data		Normal record	Day
Create report for current grid		Normal record	Day
C <u>h</u> ange state	۱.	<u>C</u> lock in) ay
Delete selected	Del	C <u>l</u> ock out)ay
Cancel operation for selected	Ctrl+Z	<u>O</u> vertime in) ay
Modify and save Exception	Ctrl+S	O <u>v</u> ertime out) ay
Change filter		0 <u>u</u> t)ay
Columns		Ou <u>t</u> back) ay
-		Normal record	Day
Show all columns		Normal record	Day

The definition of each option as follows:

[Export Data]: Export the data in the current attendance record list to a file in txt or xls format;

[Create report for current grid]: Generate report based on the data in the current attendance record list for preview and print;

[Change state]: Change the selected attendance record to a new state. Manually deal with the attendance record according to the practical situation;

[Delete selected]: Mark the record as manual deleting, deleting when save it;

[Cancel operation for selected]: Cancel revision to this record;

[Deal with and save]: You can save the records that have been treated. If you want to see the changed records, you can click [modified record log] in system menu;

[Filter the record]: If there are too many records, you can filter them, and keep down the corresponding record you want;

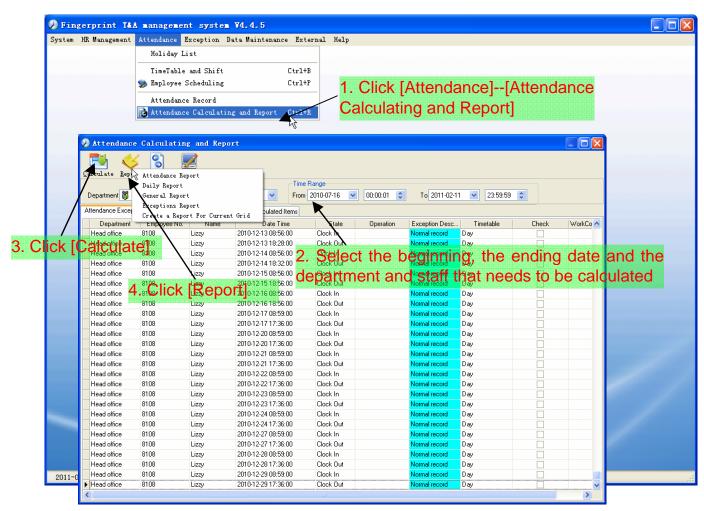
[Columns]: Define the fields displayed. Meanwhile, the modification will take effect and be saved;

[Show all columns]: Display all fields in [Columns];

Please note: We can manually modify the record as stated above to assure the veracity of the report according to the practical situation. If there is disoperation, the records can be recovered through [Modified Record Log] in [System].

Report:

Click [Report] and the following menu will pop up:



[Attendance Report]: Calculate employee's attendance record;

		•	<i>m</i>		
	port	e record re	office attendance	Head	
2009-04-16	2009-04-01 1				
Clock Out	2009-04-07 17:14:20	Clock Out	2009-04-10 17:04:34	8102	Head office Judy
Clock In	2009-04-08 07:08:12	Clock In	2009-04-13 07:35:46	Clock In	2009-04-01 07:23:05
Clock In	2009-04-08 07:24:53	Clock Out	2009-04-13 17:27:06	Clock Out	2009-04-01 17:00:59
Clock Out	2009-04-08 17:20:05	Clock In	2009-04-14 07:06:12	Clock In	2009-04-02 07:45:35
Clock In	2009-04-09 07:49:52	Clock Out	2009-04-14 17:16:25	Clock Out	2009-04-02 17:05:16
Clock In	2009-04-09 07:51:56	Clock In	2009-04-15 07:46:59	Clock In	2009-04-03 07:52:12
Clock In	2009-04-09 08:02:15	Clock Out	2009-04-15 17:08:53	Clock Out	2009-04-03 17:01:54
Clock Out	2009-04-09 17:11:24	Clock In	2009-04-16 08:00:59	Clock In	2009-04-04 07:43:54
Clock In	2009-04-10 07:45:19		Count: 27	Clock In	2009-04-06 07:38:36
Clock Out	2009-04-10 17:04:34	8103	R&D King Jin	Clock Out	2009-04-06 17:08:42
Clock In	2009-04-13 07:35:46	Clock In	2009-04-01 07:23:05	Clock In	2009-04-07 07:45:16
Clock Out	2009-04-13 17:27:06	Clock Out	2009-04-01 17:00:59	Clock Out	2009-04-07 17:14:20
Clock In	2009-04-14 07:06:12	Clock In	2009-04-02 07:45:35	Clock In	2009-04-08 07:08:12
Clock Out	2009-04-14 17:16:25	Clock Out	2009-04-02 07:45:35	Clock In	2009-04-08 07:24:53
Clock In	2009-04-15 07:46:59	Clock In	2009-04-03 07:52:12	Clock Out	2009-04-08 17:20:05
Clock Out	2009-04-15 17:08:53	Clock Out	2009-04-03 07:52:12	Clock In	2009-04-09 07:49:52
Clock In	2009-04-16 08:00:59			Clock In	2009-04-09 07:51:56
	Count: 27	Clock In Clock In	2009-04-04 07:43:54 2009-04-06 07:38:36	Clock In	2009-04-09 08:02:15
105	P&D Mark Simth	Clock Out	2009-04-06 07:38:36	Clock Out	2009-04-09 17:11:24
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Clock Out	2009-04-01 07:23:05	Clock Out	2009-04-07 07:45:16	Clock Out	2009-04-10 17:04:34
				Clock In	2009-04-13 07:35:46
Clock In Clock Out	2009-04-02 07:45:35 2009-04-02 17:05:16	Clock In Clock In	2009-04-08 07:08:12 2009-04-08 07:24:53	Clock Out	2009-04-13 17:27:06
Clock In	2009-04-02 17:05:16	Clock Out	2009-04-08 07:24:53	Clock In	2009-04-14 07:06:12
				Clock Out	2009-04-14 17:16:25
Clock Out	2009-04-03 17:01:54	Clock In	2009-04-09 07:49:52	Clock In	2009-04-15 07:46:59
Clock In	2009-04-04 07:43:54 2009-04-06 07:38:36	Clock In Clock In	2009-04-09 07:51:56 2009-04-09 08:02:15	Clock Out	2009-04-15 17:08:53

[Daily Report]: Calculate employee's daily attendance record;

						h	ead	offic	e E	mp	oye	e da	uly re	epor	<u>t</u>											
	 2010-12-01 To 2010-12-16													16												
Name	No.	01 02 0	3 04	05 0	6 07	08	09 1	0 11	12	13	14 1	5 16	17	18 19	9 20	21	22	23	24 2	5 2	6 23	7 28	29	30	31	
head office									_							-										
Judy	8102 8103	1 1 1	_		/ BL	1	_	/		1	1 1			-						-						
Micheal Lizzy	8103	11			$\frac{1}{1}$	1		/	0	1	1 1	_		-	8	0 0		8 8	-	-	2	8	0 0			
Licey	10100		<u></u>			0	·	<u> </u>						0						_						
Remark:/:No			10	warma a						1 - - 1007 - 111	0000000		120100-00000													

[General Report]: Calculate all employee's attendance items such as "normal", "actual", "late", "early", "absent", "overtime" etc;

Dear define attendance stat. totapped Juntaria														
Rame Employ by Co. No. Day Actual Absent Late Early O T FreeOT Out BL Leave N/n N/Out WTime AttRate No. Day Day Day Day Minute Minute Hour Hour Minute Day Day Minute Minute Hour Minute Day Day Minute Minute Minute Minute Minute Minute Minute Minute Day Day Minute Minute				hea	ad offi	ce att	endar	nce sta	t. tota	l repo		2010	12:01 To 2	010-12-16
Name yee No. Day Day Day Minute Mnute Hour Minute Day Day Day X head office		Fl-	 	1			199	1 2 22	-		1.42	 	5 910 98 1 51899 99	
head office state	Name	yee			_					-		 		
Micheal 8103 12 11 1 88 92% Lizzy 8108 12 12 88 92% Subtotat: 38 35 1 15 88 92%	head office	NU.	 	1 - 2										
Lizzy 8108 12 12 1 1 96 1002 Subtotat: 3 35 1 15 280 96%								15						
Subtotal: 3 36 35 1 15 280 96%									_					
	-	and the second se						15						

[Exceptions Report]: Calculate employee's "out", "overtime", business leave/ personal leave" etc;

• 100% 🗃 🖬 🎒 🕯	Ma X						
		head offic	ce attendance	exceptions	report		
					2010)-12-01 To 2010-12-16	
Name	No.	Dat	e & Time	Exception type	Work long	Remark	T
head of	fice						1
Judy	8102	2010-12-04 18:00:00	2010-12-05 09:00:00	Free overtime	15:00:00		
Judy	8102	2010-12-07 10:23:00	2010-12-07 13:56:00	Business leave	03:33:00 t	rtr]

[Create a Report for Current Grid]: Print preview of the current displayed grid. For example: Attendance Report

MAR X						
head off	fice ex	ceptions of	f shifts	report		
Departmen		Employee	Dete	T	O- Dute	
t	Name	No.	Date	Timetable	On Duty	
nead office	Judy	8102	2010-12-01	Day	2010-12-01 09:00	
nead office	Judy	8102	2010-12-02	Day	2010-12-02 09:00	
head office	Judy	8102 8102	2010-12-03 2010-12-06	Day	2010-12-03 09:00 2010-12-06 09:00	-
head office head office	Judy Judy	8102	2010-12-06	Day Day	2010-12-08 09:00	-
1	-	0100	0010 10 00			4
nead office nead office	Judy Judy	8102 8102	2010-12-08	Day Day	2010-12-08 09:00 2010-12-09 09:00	-
head office	Judy	8102	2010-12-03	Day Daγ	2010-12-09 09:00	-
head office	Judy	8102	2010-12-13	Day	2010-12-13 09:00	-
nead office	Judy	8102	2010-12-14	Day	2010-12-14 09:00	1
nead office	Judy	8102	2010-12-15	Day	2010-12-15 09:00	
head office	Judy	8102	2010-12-16	Day	2010-12-16 09:00	-
head office head office	Micheal Micheal	8103 8103	2010-12-01 2010-12-02	Day Day	2010-12-01 09:00 2010-12-02 09:00	-
head office	Micheal	8103	2010-12-02	Day Day	2010-12-02 09:00	-
nead office	Micheal	8103	2010-12-05	Day	2010-12-06 09:00	1
nead office	Micheal	8103	2010-12-07	Day	2010-12-07 09:00	
nead office	Micheal	8103	2010-12-08	Day	2010-12-08 09:00	-
head office	Micheal	8103	2010-12-09	Day	2010-12-09 09:00	-
head office head office	Micheal Micheal	8103 8103	2010-12-10 2010-12-13	Day Day	2010-12-10 09:00 2010-12-13 09:00	-
nead office	Micheal	8103	2010-12-13	Day	2010-12-13 09:00	-
nead office	Micheal	8103	2010-12-15	Day	2010-12-15 09:00	1
nead office	Micheal	8103	2010-12-16	Day	2010-12-16 09:00	
head office	Lizzy	8108	2010-12-01	Day	2010-12-01 09:00	-
	Lizzy	8108	2010-12-02	Day	2010-12-02 09:00	-
head office		8108			2010-12-03 09:00	
head office	Lizzy	8108	2010-12-03	Daý	2010-12-03 09:00	-
	Lizzy		2010-12-03			
head office	Lizzy		2010-12-03	Day		OverTime
head office	ty		2010-12-03	Day Day Out La		OverTime
ead office	ty :30 20 30 20	Clock In 10-12-01 09:00:00 110-12-02 09:00:00	2010-12-03 2010-12-05 2010-12-01 18 2010-12-01 18 2010-12-02 18	Day Dut L: 00:00 :00:00		OverTine
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nead office Image office </td <td>Lizzy</td> <td>Clock In 10-12-01 09:00:00 10-12-02 09:00:00 10-12-02 09:00:00 10-12-03 09:00:00 10-12-03 09:00:00 10-12-08 09:00:00 10-12-08 09:00:00 10-12-10 09:00:00 10-12-10 09:00:00 10-12-10 09:00:00 10-12-10 09:00:00 10-12-10 09:00:00 10-12-10 09:00:00 10-12-10 09:00:00 10-12-00 08:53:00 10-12-00 08:53:00 10-12-00 08:53:00 10-12-10 08:55:00 10-12-10 08:55:00 10-12-00 08:50 10-12-00 0</td> <td>Clock 1 2010-12-03 2010-12-03 2010-12-01 16 2010-12-02 16 2010-12-03 16 2010-12-03 16 2010-12-03 16 2010-12-03 16 2010-12-13 16 2010-12-13 16 2010-12-13 16 2010-12-13 16 2010-12-13 16 2010-12-13 16 2010-12-13 16 2010-12-13 16 2010-12-13 16 2010-12-03 16 2010-12-03 16 2010-12-13 2010-12-13 2010-12-13 2010-12-14 2010-12-15 2010-12-15 2010</td> <td>Day Day Day Day Day Day Day Day Day Day</td> <td></td> <td>OverTime -<</td>	Lizzy	Clock In 10-12-01 09:00:00 10-12-02 09:00:00 10-12-02 09:00:00 10-12-03 09:00:00 10-12-03 09:00:00 10-12-08 09:00:00 10-12-08 09:00:00 10-12-10 09:00:00 10-12-10 09:00:00 10-12-10 09:00:00 10-12-10 09:00:00 10-12-10 09:00:00 10-12-10 09:00:00 10-12-10 09:00:00 10-12-00 08:53:00 10-12-00 08:53:00 10-12-00 08:53:00 10-12-10 08:55:00 10-12-10 08:55:00 10-12-00 08:50 10-12-00 0	Clock 1 2010-12-03 2010-12-03 2010-12-01 16 2010-12-02 16 2010-12-03 16 2010-12-03 16 2010-12-03 16 2010-12-03 16 2010-12-13 16 2010-12-13 16 2010-12-13 16 2010-12-13 16 2010-12-13 16 2010-12-13 16 2010-12-13 16 2010-12-13 16 2010-12-13 16 2010-12-03 16 2010-12-03 16 2010-12-13 2010-12-13 2010-12-13 2010-12-14 2010-12-15 2010-12-15 2010	Day		OverTime -<

Data Export: Click [Export] and the displayed data of grid in the current window will

be exported to a file (*.txt or *.xls). It has the same function as [Export Data] when right clicking in each grid.

Exceptions dealt with:

Click [Exception] and the following menu will pop up:



Click options one by one in the menu and the following modules will pop up respectively: [Append record], [Late/Early Collectively], [Business Leave/leave] and [Modified Record Log]. If the calculation result is incorrect for some employee, first, please check whether there is leave or forgetting Clock in or Clock out for this employee. If there is, please deal with the records through above menu. Please refer to the next chapter for more details.

2.5 Exception

2.5.1 Away on Business/Leave

When the employee can't punch in/out because of going out on business or asking for leave, in order to guarantee the exactness of the final statistics, we should make these settings through this function.

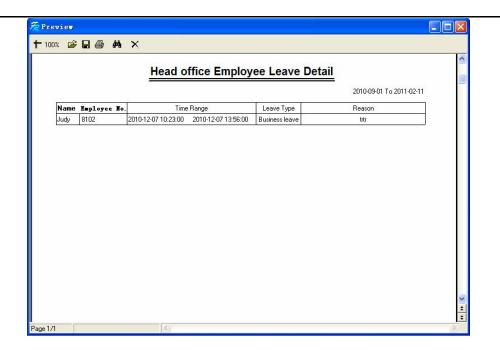
Fingerprint T&A management system V4.4.51. Click [Exception] [Away	
System HR Management Attendance Exception Data Maintenance External Help Away On Business/Leave Ctrlt	
Append Record Ctrl+W	
Append Record Collectively Dealing With Collectively Late/Early	
Jealing With Collectively Late/Early 4. Click [Save]	
2. Click [Append] & Be away on Business & Asking for Leave	
Append Delete Modify Save Cancel Search Report	
Department 👸 Head office	
Emplayee No All	
Leave Type	
Reason	
Department Employee No. Name Beginning Time Ending Time Leave Type Reason	
3. Select the department, employe	e No.,
beginning/ending time and leave t	
2011-05-24 13:34:22 Admin Fingerprint T&A management system Be True & Safe	

[Modify]: Select the appointed employee whom you want to make this modification to, and click [Modify]. Then you can modify the relative information; Click [Save] when ready.

[Delete]: Select the appointed employee and the relative information you want to make this deletion, and click [Delete].

[Search]: Setting the conditions, then click [Search] to query records.

[Report]: This function will put out record of query generate reports.



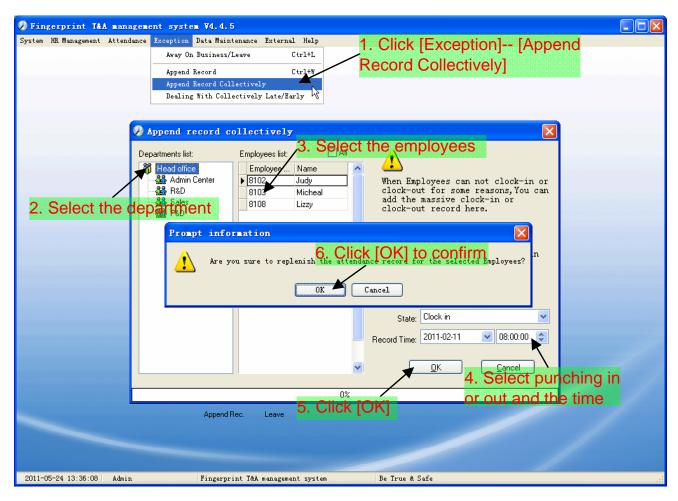
2.5.2 Append Record

If an employee didn't punch in because of special reason, you can use this function to append the forgetting attendance record.

Fingerprint T&A	management system V4.	4.5	1. Click [Exception] [Append
System HR Management A	Attendance Exception Data M	aintenance External Help	
	Away On Busine	ss/Leave Ctrl+L	Record]
	Append Record	Strl+W	
	Append Record		
	Dealing With 0	ollectively Late/Early	
		🕗 Append record	2. Select the relative items
	Employees Time		
		Department 🐞 head of	office
		Employee No.	
	3. Click [Appe	nd] _{State} Clock in	×
		Record Time 2010-12-17	7 💌 8:00:00 📚
			nd Close
			Data
		17	
	6		Compress DB Exit System
	•		
	Арре	end Rec. Leave	
2011-05-24 13:34:55	Admin Finge	rprint T&A management system	Be True & Safe

2.5.3 Append Record Collectively

When part or all of the employees in a department did not punch in/out because of some reasons, please you can use this function to add punching in/out collectively.



2.5.4 Dealing with Collectively Late / Leaving

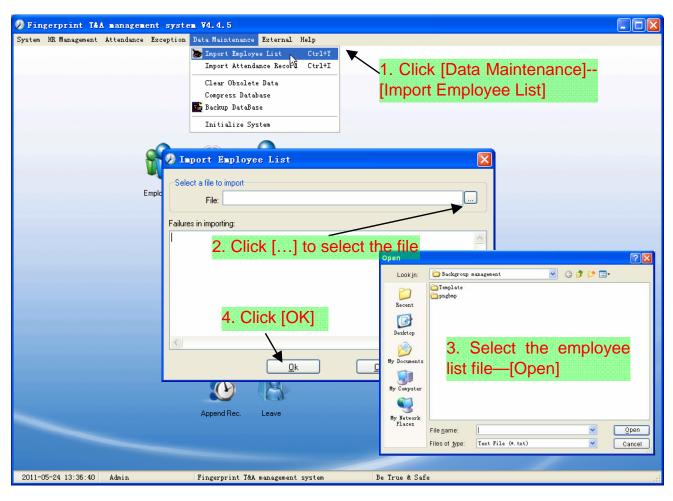
When collectively coming late/leaving early takes place for some allowable reasons, you can use this function.

Fingerprint T&A management sys	stem ¥4.4.5	
System HR Management Attendance Exception	on Data Maintenance External Help	
Appe Appe	Ton Business/Leave Ctrl+L and Record Collectively and Record Collectively Late/Early ing With Collectively Late/Early	
	🧶 Dealing with collectively Late/Early 🛛 🔀	
Employees 2. Setting the tre conditions	Deal with Coming Late Ignore clock in record Ignore clock in record <	
	Please make sure	X
	Append Rec. Leave Are you sure to treat with massive late for the selected Employe	
2011-05-24 13:36:24 Admin	Fingerprint T&A management system Be True & Safe 5 Click [OK] to confirm	n .

2.6 Data Maintenance

2.6.1 Import Employee List

Click [Import Employee List] in [Data Maintenance] menu. Pop up the following window:



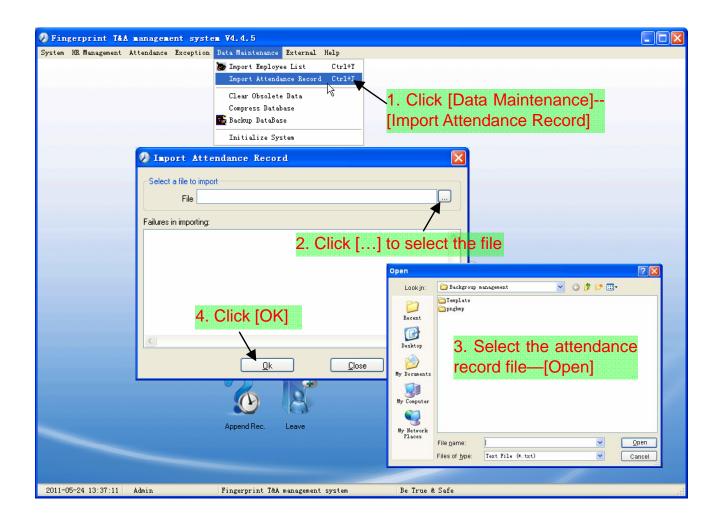
This format of file only can import the employee info of "Employee No., Name and department";

The format of data must follow: Employee ID + Tab + Name + Tab + Department;

The information each employee takes one line, no blank line between one another.

This format of file can import the employee info includes: "Employee No., Name, Department, position, Employ Date, Telephone, Address, Gender, Language, Comment"; put those items on the head line and input the items by order, the order can not be changed.

2.6.2 Import Attendance Record



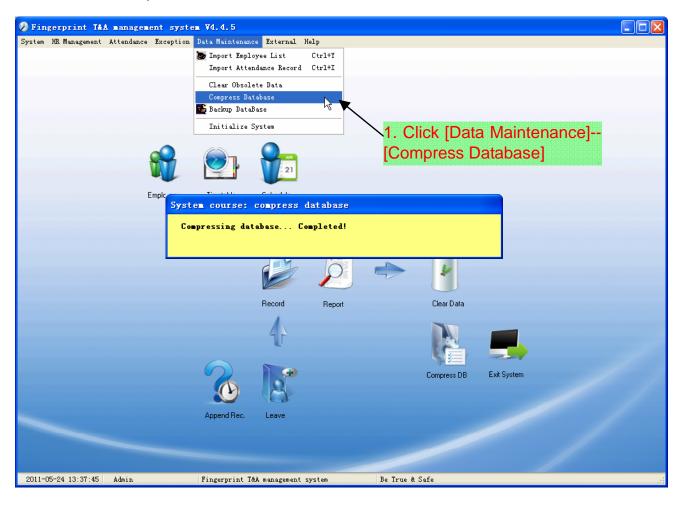
2.6.3 Clear Obsolete Data

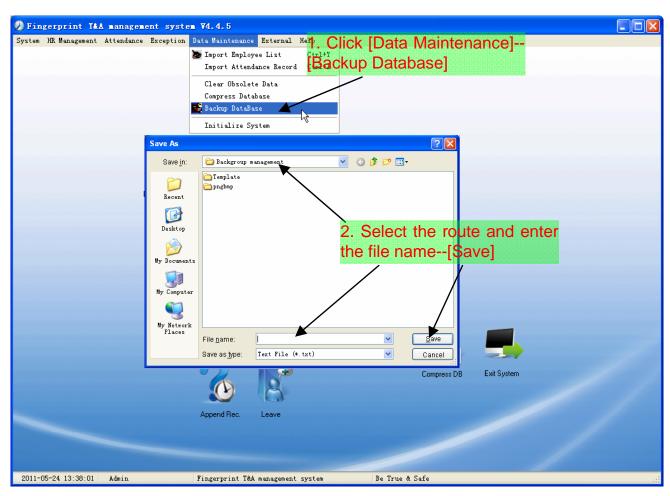
After your system is used for a long time, you will get a large number of obsolete data in the database. It ties up the hard disk space and influences your system operation speed. At this moment you can use this function to clear these useless data.

Fingerprint T&A		- X4 4 E	1. Click [Data Maintenance]	
		Data Maintenance External Help	[Clear Obsolete Data]	
by seem sat managemente	httendance meeptron	Timport Employee List Ctrl+Y		
		Import Attendance Record Ctrl+I		
		Clear Obsolete Data		
		Compress Database		
		📸 Backup DataBase		
		Initialize System		
	Employees	Clear The Obsolete Data		
		Select the end date		
		Before: 2005- 3-17		
	2. Select	the ending date Report	3. Click [clear] to clear the data	
		ata clearing		
	ior your u			
			Compress DB Exit System	
		Append Rec. Leave		
2011-05-24 13:37:24	Admin	Fingerprint T&A management system	Be True & Safe	
2011/03/24/13:31.24	Auntit	Tingerprint for management System	De 11de # Date	.::

Note: You can only clear the data of one month ago.

2.6.4 Compress Database

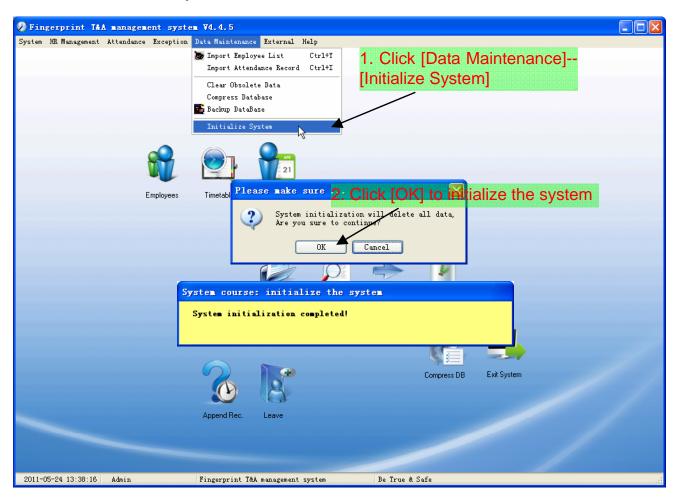




2.6.5 Backup Database

Back up the database manually: Copy the Att2003.mdb from the installation directory to the route you want to backup the database, so if the system collapses, you just copy Att2003.mdb to installation directory over again after re-installation.

2.6.6 Initialize System



Note: After the system is initialized, all information will be lost; the system will get back to the state when just installed. Please make sure that you want to initialize the system.

2.7 External Program Management

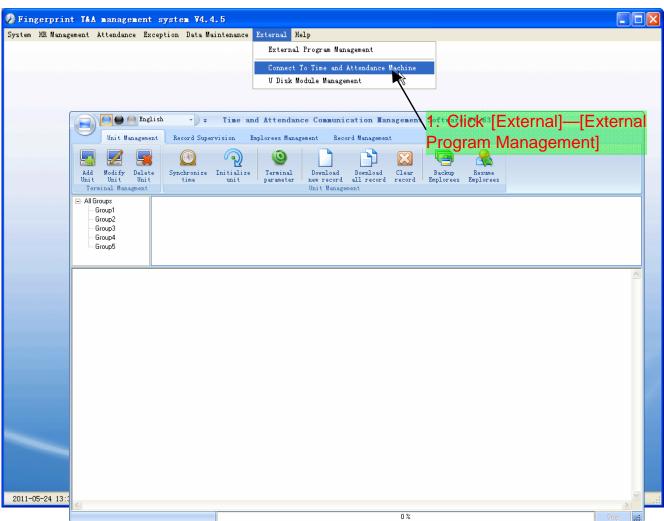
2.7.1 External Program Management

We can append external program into time attendance program for convenient operation.

1. Click [External]—[External Program Management] Fingerprint T&A management system V4.4.5 System HR Management Attendance Exception Data Maintenance External Help External Progr Connect To Time and Attendance Machine U Disk Module Management 🕗 External program management (e) Append Delete Modify Program Name: Executable File: 2. Click [Append] to xternal program list: 4. Save add a new menu Program Name ecutable File 3. Input program name and file path 2011-05-24 13:38:30 Admin Fingerprint T&A management system Be True & Safe

Firstly, we can click [Append] to add a new menu. For example, we need "calculator" when we are operating, input "Calculator" into the input field of [Program name], and then input "C:\WINDOWS\system32\cacls.exe" into the input field of Executable file or browse ... to find the calculator program, click [Save] to finish at last. We will see [Calculator] when you open [External program management] over again:

External Program Management
Connect To Time and Attendance Machine
Calculator



2.7.2 Connect to Time and Attendance Machine

The T&A program can collect the records from the machine, upload and download employee info & clear the old data & modify the time on the machine. Find detail on clause [Time and attendance management & communication].

Chapter3 Communication

The chapter is mainly about how to add, delete and set communication between PC and terminal.



3 Data Communication

3.1 Terminal Management

3.1.1 Add Terminal

La Contraction Con
Out + management Activity opper y should approve management Activity approves management Activity approves management Imagement Imagement Imagement Imagement Imagement Imagement Imagement Imagement Imagement Imagement Imagement Imagement Imagement
Al Group Group 2 Group 3 Group 4 Group 5 Group 4 Group 5 Group 4 Group 4 G G G G G G G G G G G G G G G G G G G
3. Select the comm type
🔄 Ierminal Lanagement 🛛 🔀
Terminal Info Terminal No. Device ID 1 (Check Device ID from the device menu) Terminal Name Device Group Group1 T&A status Real status
2. Set the terminal information
4. Click [OK] to save

Remark:

[Terminal No.]: This number can be set as you like.

[Device ID]: Check Device ID from the device menu

[Terminal Name]: You can set it as you like.

[Devicel Group]: This group is used to manage the terminal machine.

[T&A Status]: There are three options: Actual Status, on duty and off duty. When we set it as "Actual Status" the attendance records' status in the software are as same they are in the device. If you set it as "ON Duty", all the records' status which is from this machine will be "On duty".

[USB]: Connect the terminal via USB cable;

[TCP/IP]: Input the terminal's IP address;

3.1.2	Modify Unit	
Unit Management	2. Click [Modify Terminal]	= x
	Accord Supervision Employees Hangement accord Hangement Synchronize Initialize time unit Parameter settings Fine cons/Group I Download Download Clear Initialize I Structure I I Hangement	
All Grt Modify Unit Group1 Group2 Group3 Group4 Group5		
	1. Select the terminal	~
	Terminal Management	
	Terminal Info Terminal No. Device ID 1 (Check Device ID from the device menu)	
	Terminal Name 1 Device Group Group1	
	T&A status Real status	
	3. Modify the terminal info 4. Click [OK] to save	
		\$
<u><</u>	0%	

3.1.3 Delete Unit

Via t Management Record Sup 2 s Click [Delete Terminal]	 x
Add Wadify Deleasest Terminal Rangeast	
B Alexe Mat Group Group 4 Group 4 Grou	
Please confirmer. This operation will deal with the selected machine: 1[Meadoffice] Are you sure to continue? Cancel 3. Click [OK] to delete	

3.1.4 Set the IP Configuration

	- = X
Image: Synchronized Line Control Line C	
Al Groups Group1 Group2 Group3 Group4 Group4 Group5 Set the IP configuration Tersinal information	
Open the door via softe Mssage Management Disable the manager Set The Terminal's IP Configuration	
Set The Terminal's IP Configuration Image: P Address 192.168.0.218 Image: P Address 192.168.0.1 Image: P Address 192.168.0.1 Image: P Address 192.168.0.1	
3. Selected the option to modify 255.255.0 4. Click [OK] to save 00-10-00-67-64-75	
System Prompt 🔀	
Set the network parameter successfully. Please restart the T&A terminal!	
	Stop

3.1.5 Terminal Information

	. = X
Unit Management Record Supervision Reployees Management Record Management	
🖳 🗾 🙀 🕥 🔊 🔊 Select the terminal and 🖂 🕞 🤱	
Add Medify Delete Unit Unit Unit Unit Unit Unit Unit Unit	
Group2 Select All Group3 Gov Reverse Selection	
- Group4 Green Section	
Terminal information	
Open the door via software	~
Hesige Hangeent Information	
Disable the manager 2. Click [Terminal Information]	
Terminal information	
Terminal information	
User number	
Fingerprint number J ⁵	
3.ª√iew™the terminal Information	
Card number	
New records number 0	
110	
4. Get the latest terminal information	
Firmware version	
Parties Count	
<u>Retrieve</u> <u>Cancel</u>	
	>
0%	Stop



English		- = ×
Unit Management Record Supervision	Employees Management Record Management	
Add Modify Delete Unit Unit Unit Terminal Managent		
Al Groups Group 1 Group 2 Group 2 Group 4 Group 4 Group 5 Group 5 Group 4 Group 5 Group 4 Group 5 Group 4 Group 4 Group 4 Group 5 Group 4 Group 4 Group 4 Group 5 Group 4 Group 5 Group 4 Group 5 Group 5 G	nfiguration	
Hessage Hanag	renent T	
Disable the m	••••• ••••••••••••••••••••••••••••••••	
[2011-02-12 11:22	:25]1[Head office]Open the door via software successful!	
		_
<		×
	0%	Stop .::

3.1.7 Message Management

Send the message to the user when he clock-in.

Leci Spaces and the second Hangement Record Hangement Rec
A Click [Message Management]

Note: A message most contains 54 letters.

Send private message must be input employee ID.

3.1.8 Disable the Admin

Clear the terminal's administrator.

Unit Humagement Record Supervision Employees Hamagement Record Hamagement		x
Add Modify Delete Unit Unit Unit Unit Unit Unit Unit Unit		
All Groups Group1 Group2 Group3 Gr		٦
Group5 0 Reverse Selection Set the IP configuration Terminal information 2. Click [Disable the Admin]		
Open the door via software Message Nangement Disable the manager		
Disable the manager		
Please Confirm		
Are you sure to disable the Admin?		
4. Click [OK] to delete		
[2010-11-22 14:10:00]1[Head Office]Clear the manager succeed.		
02	Stop	

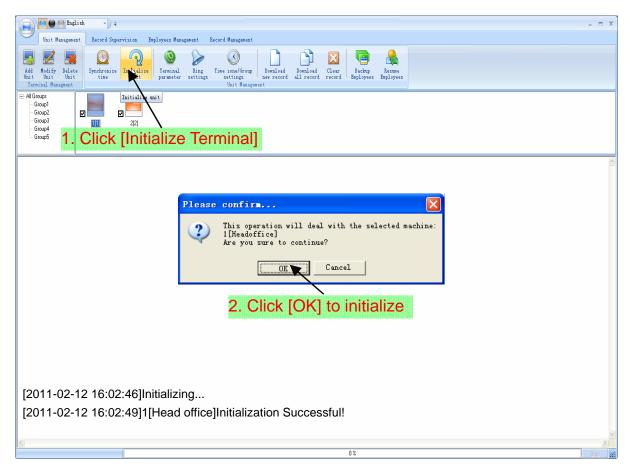
3.1.9 Synchronize Time

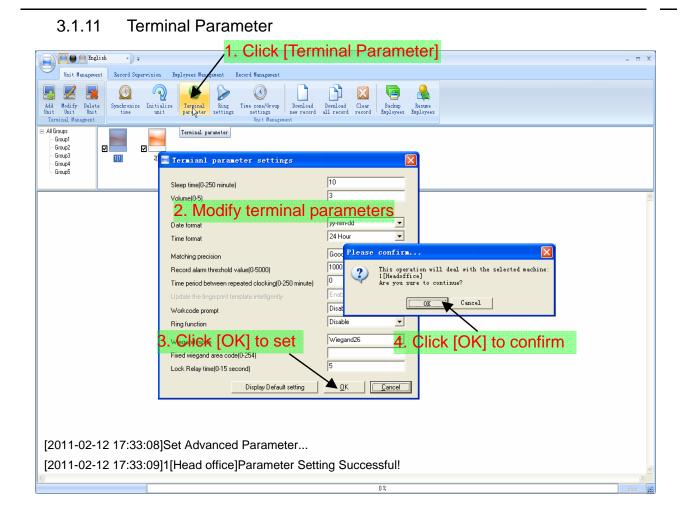
Synchronize the terminal's time with the computer time.

The Indian	- = X
Unit Management Record Supervision Employees Management Record Management	
Image: Section of the section of t	
B All Groups Group 1 Group 2 Group 3 Group 4 Group 4 Group 4 Group 5 Synchronize time	
1. Click [Synchronize Time]	
Please confirm This operation will deal with the selected machine: I(Headoffice] Are you sure to continue? Cancel 2. Click [OK] to setup	
[2011-02-12 16:00:48]Synchronizing Time [2011-02-12 16:00:49]1[Head office]Synchronization Successful!	
0%	Stop

3.1.10 Initialize Unit

The device will resume to factory settings. All data will be cleaned up. Attention should be taken for this operation!





[Sleep Time (0~250 minute)]: How long dose the terminal turn to the sleep mode if there is no one operating the terminal.

[Volume (0~5)]: The volume of the prompt sound in the terminal. The default value is 3.

[Date Format]: There are three kinds date format: yy-mm-dd, mm/dd/yy, dd/mm/yy.

[Time Format]: There are two kinds time format: 24 hour and 12 hour.

[Matching precision]: There are three kinds: 'Normal', 'Good' and 'Exact'. The default value is 'Good'.

[Record alarm threshold value (0-5000)]: If the rest memory space for the record is less than the threshold value, the machine will alarm.

[Time period between repeated chocking (0~250 minute)]: The maximum value is 250 minutes. And the default value is 30s.

[Workcode prompt]: The workcode indicates what kind of work that the employee takes. If you enable this function, the terminal asks for the workcode after one get pass from the terminal.

[Ring function]: Enable is function before using the Ring time settings.

[Wiegand Mode]: Wiegand26, Encrypted wiegand.

[Fixed Wiegand area code (0~254)]: If you upload one card to two terminals, the same card's wiegand outputs are different in the different terminals. If the two terminals' wiegand area codes are same, the same card's wiegand outputs are same in these two terminals.

[Lock Relay time (0~15 second)]: The door open delay.

3.1.12 Ring Setup

Set the ring time. Please enable the ring function in the parameter settings first of all.

1. Click [Ring Setup]
Unit Hungement Record Supervision Employees Hungement Scord Hungement
Image: Section of the section of th
Bindpage Bindpage Group2 Image Group3 Image Bindpage
Group5 Set ring time
Ring time list Detailed information Ring time 00:00 2. Setup the time and week Image: Monday Image: Tuseday Image: Friday Image: Sunday 4. Click [OK] to save
3. Click [Add] to add
⊕ <u>A</u> dd <u> □K <u>C</u>ancel </u>
[2009-03-18 13:57:32]Setting ring time
[2009-03-18 13:57:33]1[Head office]Set the ring time successfully!

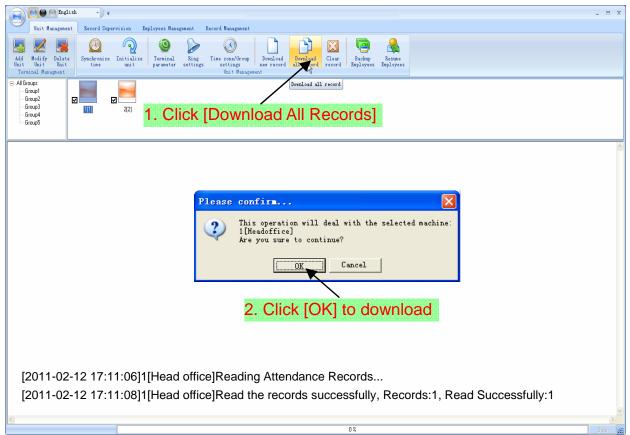
3.1.13 Time zone/Group settings

Figlish	- = X
Unit Management Record Supervision Employees Management	lecord Management J1. Click [Time Zone/Group Setup]
Add Medify Delets Init Unit Terminal Manageent	Time severage severages Unit Bangement
Al Groups Group1 Group2 Group3 Group3 Group4 Group5	Set time zone/Group 22 Select the time zone No.
	Time zone settings Set and modify the begin/end Monday begin/end time 0.00.00 ± 0.00.00 ± timeClick [Set] Tuesday begin/end time 0.00.00 ± 0.00.00 ± 0.00.00 ± timeClick [Set] Wednesday begin/end time 0.00.00 ± 0.00.00 ± 0.00.00 ± timeClick [Set]
	Thursday begin/end time 0:00:00 1 0:00:00 1 Fiday begin/end time 0:00:00 1 0:00:00 1 Saturday begin/end time 0:00:00 1 0:00:00 1 Saturday begin/end time 0:00:00 1 0:00:00 1 Sunday begin/end time 0:00:00 1 0:00:00 1
	Group settings Group number Time zone 1 Time zone 2 Group number Set and select the time zoneClick [Set]
	Time zone 3 Time zone 4 4. Click [Exit] to exit
[2011-02-12 17:35:12]Setting the til [2011-02-12 17:35:13]1[Head office [2011-02-12 17:38:28]Setting the g [2011-02-12 17:38:30]1[Head office]Set the time zone successfully! roup

3.1.14 Download New Record

Unit Hanagement Record Supervision Enployees Hanagement Record Hanagement
Image: Second
AllGroup: Group2 Group3 Group5 Group5 All Group2 All Group2
Please confirm This operation will deal with the selected machine: 1[Headoffice] Are you sure to continue?
2. Click [OK] to download
[2011-02-12 17:11:06]1[Head office]Reading Attendance Records [2011-02-12 17:11:08]1[Head office]Read the records successfully, Records:1, Read Successfully:1

3.1.15 Download all Record

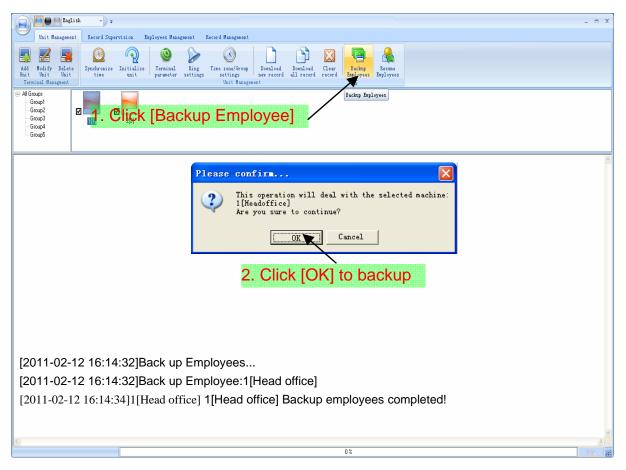


3.1.16 Clear Records

Unit Hungement Record Supervision Employees Management Record Management
E E E Synchronize Initialize Unit Unit Unit Engenerit Terminal Managenet Synchronize Initialize Unit Date Unit Engenerit Synchronize Initialize Synchronize Initializ
Al Groups Group3 Group4 Group5 Al Group4 Group5 Al Group4 Group5 Al Group5 Al G
Please confirm This operation will deal with the selected machine: I[Headoffice] Are you sure to continue? Cancel 2. Click [OK] to clear
[2011-02-12 17:11:44]Clearing time attendance records [2011-02-12 17:11:46]1[Head office]Clear time attendance records successfully

3.1.17 Backup Employee

Download the employee information from the machine to the computer.



3.1.18 Resume Employee

Upload the employee information and employee's templates from the computer to the terminal.

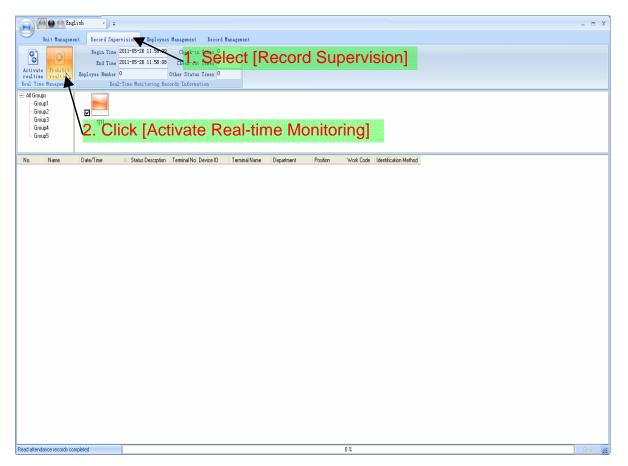
	х
Unit Management Record Supervision Employees Management Record Management	
Image: Synchronize linitialize time Image: Synchronize linitialize timage: Synchronize linitialize time	
Al Group Group 2 Group 4 Group 4 G G G G G G G G G G G G G	
	^
Please confirm	
This operation will deal with the selected machine: 1(Headoffice] Are you sure to continue? Cancel 2. Click [OK] to resume	
[2011-02-12 16:13:31]Restoring Employees	
[2011-02-12 16:13:31]Restore Employees:1[Head office]	
[2011-02-12 16:13:34]1[Head office]Restore employees successfully	
	>
0%	.;;

3.2 Record Supervision

3.2.1 Activate Realtime

English		= X
Unit Management Record Supe		
Activate realtine Residenc	ar 0 Other Status Times 0	
Real Time Management Rea	eal-Time Honitoring Becords Information	
Activate a line Group2 - Group2 - Group3 - Group5	ZZ ZZ 2. Click [Activate Real-time Monitoring]	
No. Name Date/Time	△ Status Description Terminal No Device ID Terminal Name Department Position Work Code Identification Method	
	3. Attendance records	
	0%	op 📰

3.2.2 Prohibit real-time



3.3 Employees Management

3.3.1 Add New Employee

[Basic Info]: Edit employee's basic information.

	Eng									- = X
Ad Emplo	Unit Managene Modify Soyee Enployee	nt Record Super Delete Enployee Depart Enployees Manage	fer Set nent privilege Pr	Copy ivilege Enpl	vpload groups and state	Enployee]	Employee Checking	/lanager	nent]	
	Group1 Group2									
2. Clicl	k ∏ Adc	I Emple	oyee]			📕 Add/Modify E	ploree Info		×	
	Headoffice					Basic Info				
	Headorice	Employee h △ Car 8101 / • 8102 /	Jain Jain Bi	Sex F	Position	Group number	Normal User 🖉 💌	4	Add the pic	ture
				/		ID No.		Birthday	1980-01-01 🔽	
						Nation	•		2010-12-22 🔽	
	3	. Edit e	employ	ee's ir	nfor	mation Position	•	Political Feature	<u> </u>	
						Phone		Mobile		
						Native Place				
						Address			9. Click [Sa	vej
Read att	tendance records co	mpleted							<u>Save</u> <u>C</u> ancel	Stop 🚅

Notice: The No. is exclusive as well as the first digit cannot be 0!

Add picture for employee. There are two ways to add pictures:

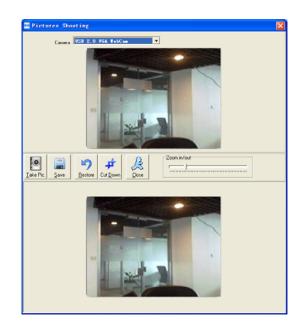
1st way: Click [

Ę	5. Click	View] to select the picture
	Edit ficture	Σ Δ Ω Zoom In/Dut
	<u>View Save f</u>	Petroe Cu Doue Dose
		7. Click [Cut Down]
8. C	lick [Sa	ve]
	c	6. Select the picture
	c	

2nd way: You can install camera to take pictures and edit then save. Make sure

there is camera equipment installed in your PC.

Click [2] button,



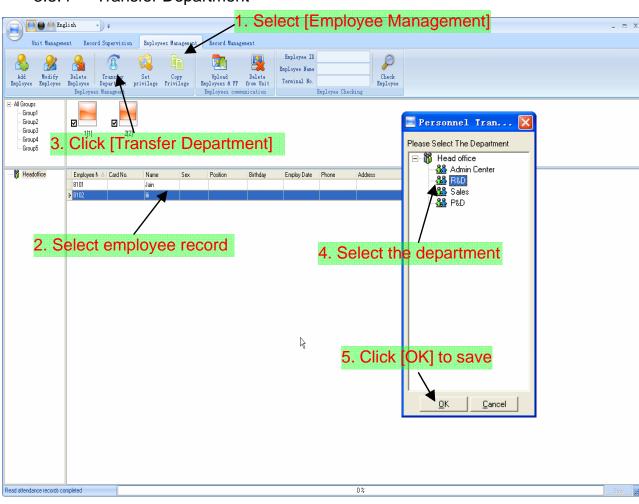
Click the button $[\mathbf{X}]$ to delete the employee photo.

3.3.2 Modify Employee

	ect [Employee Management]
Unit Hanagement Record Supervision Employees Management Record Hanagement	
Add No. Fr. Dolota Transfor Set Corr. Hoload Dolota	Enployee ID Provide Name Check Enployee
E- All Groups	Add/Hodify Emploree Info
- Group1 Group2 - Group3 Group4	Basic Info Fingerprint Registration
3. Click [Modify Employee]	No. 8108
	Card No. 3356985
8101 Jain	Name Lizzy
▶ \$102	Sex Female
	Dept. 🐻 head office
	Group number 1
	User type Normal User 🔍 🤦 🗶
2. Select employee record	Verify Mode Sept
	4. Modify employee's information
	ID No. 300300198401021234 Birthday 🔽 1984- 1- 2 💌
	Nation Chinese Employ Date 2006-11- 9
	Position Political Feature Party Member
	Education Speciality 🗨
	Phone Mobile
	Native Place Shanghai
	Address 5. Click [Save]
	Save Cancel
Read attendance records completed	0% Stop

3.3.3 Delete Employee

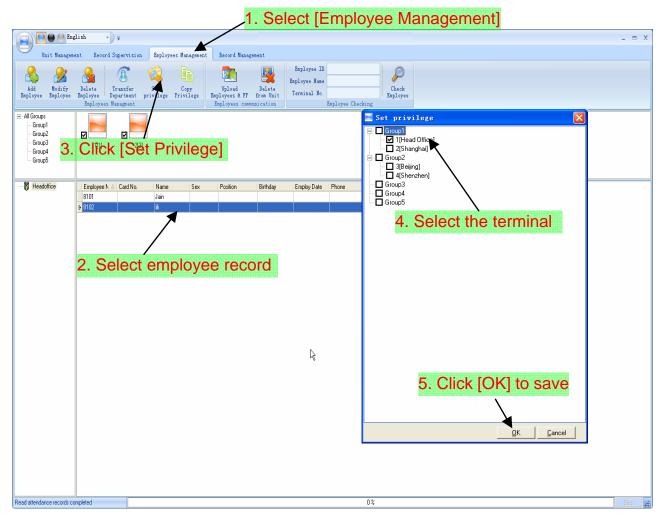
Eng	lish 🔹 🖡				1.	Sel	ect [E	mpl	oyee Ma	anage	ment]		_ = X
Unit Manageme			Employees !	Management	\sim				-				
Add Modify Enployee	Deleta Tra	ertment pri	-	Copy ivilege	Upload Employees & FP Enployees comm	Delete from Unit unication	Employee ID Employee Name Terminal No.	Employee Che	Check Enployee				
All Groups - Group1 - Group2 - Group3 - Group4 - Group4 - Group4 - Group4	lick [C	[⊉] 212 Delet	te Ei	mpl	oyee]								
👸 Headoffice	Employee N 🛆 C 8101 8102	Card No.	Name Jain	Sex	Position	Birthday	Employ Date	Phone	Address	Unit 1,2 1,2	Pw		
2. Sele	ect err	nploy	yee	rec	ord	Plea ?	i <mark>se Conf</mark> Are y		to delete the	: selected @	employee?		
						7	- 		Canc	el			
					4	. Cli	ck [OI	<] to	delete				
Read attendance records on									0%			 	Stop -



3.3.4 Transfer Department

3.3.5 Set Privilege

We can only upload the employee to the authorized terminal.



You can find the employee's authorized terminal in the column [Unit] as follows:

Employee I[△ Ca	rd No. Name	Gender	Position	Birthday	Employ Date	Phone	Address	Terminal
▶ 8102	Judy							1
8103	Micheal				2010-12-17			1,2
8108	Lizzy							2
8108	Lizzy							2

Judy's fingerprint is in the terminal 1; Micheal's fingerprint is in the terminal 1 and 2; Lizzy's fingerprint is in the terminal 2;

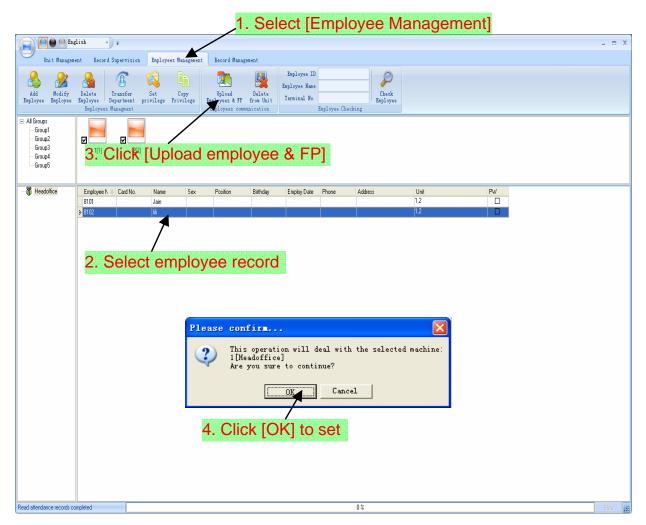
3.3.6 Copy Privilege

Copy the privilege from employee A to the employee B. And then the employee B's privilege will be as same as the employee A.

	N					. Sel	ect [E	mployee Management]
E Eng			(
Unit Managem	ent Record Su	npervision	Employees Mar		Record Manag		Employee ID	
		8					Employee Name	
Add Modify Employee Employee		ransfer partment pr	Set Co ivilege Privi	ilege 1	Upload Employees & FP Employees comm	Delete from Unit	Terminal No.	
E- All Groups								Copy Function and Privilege
Group1 Group2		ø 🦰						
Group3 Group4	1[1]	2[2]						Copied Employee ID
3 [™] Clic	k [Set	Priv	ilege]	J				0%
👸 Headoffice	Employee N 🛆	Card No.	Name	Sex	Position	Birthday	Employ Date	<u></u>
	8101 3102		Jain Ili					
				~				
								5. Click [OK]
	2. 5	Sele	ct em	ploy	yee re	ecord		Please confirm
								Are you sure to copy the selected emploree's privilege?
								OK Cancel
							Ν	
							R	6. Click [OK] to set
								System prompt 🔀
								The Selected emploree's privileges are successfully copied!
								(OK)
								7. Click [OK] to confirm
Read attendance records co	mpleted							

3.3.7 Upload Employee

Upload the employee information to the terminal.



The operation information shows on the main interface as follows:

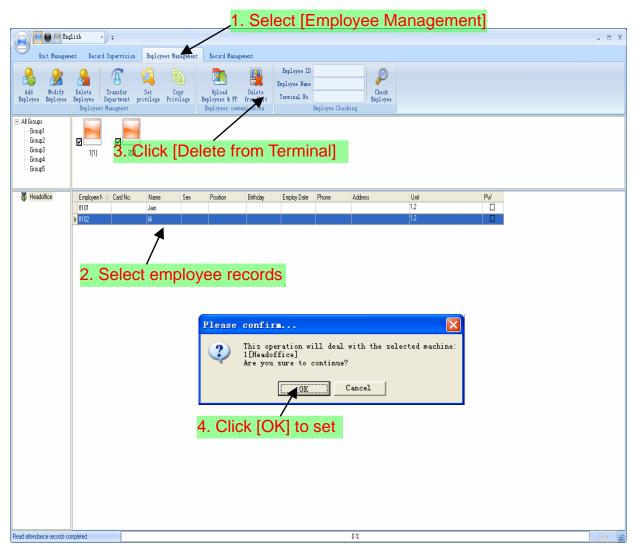
[2009-03-19 15:10:18]Upload employees...

[2009-03-19 15:10:18]Upload employees: 1[Head office]

[2009-03-19 15:10:19]1[Head office]Upload employee completed

3.3.8 Delete from Unit

Delete the employees from the terminal via the software.



The operation information shows on the main interface as follows:

[2009-03-19 15:11:21]Delete the employee from the device...[2009-03-19 15:11:21]Delete the employee from the device:1[Head office][2009-03-19 15:11:22]1[Head office]Delete the employee from the device

3.3.9 Employee Checking

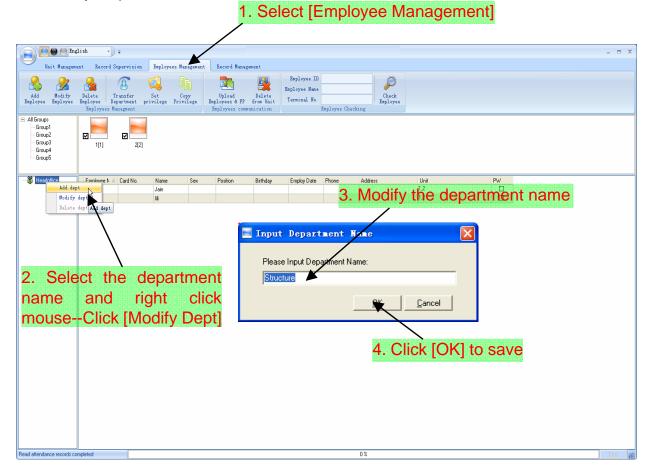
Search the employee information.

				1. Se	elect [E	mploy	ee Ma	inagem	nent]	
Unit Manageme		vision Employees	Manager pr. Rec	ord Management						_ = X
Add Modify Enployee	Delete Employee Employees Managme	ent privilege Pr	ivilege Employ	oad Delete es & FF from Unit rees communication	Employee ID Employee Name Terminal No. Em	aployee Arcking	Check Employee			
 → All Groups → Group1 → Group2 → Group3 → Group4 → Group5 	2	2 [®] Setti	ng que	ry cono	dition-	-[Chec	k Emp	oloyee]		
🕅 Headoffice	Employee N	Le s	Sex Pos		Employ Date		ress record	Unit 12	Pw Date Date Pw	
					Ŀ,					
Read attendance records cor	npleted					0%				 Stop 🧾

3.3.10 Department Management

Add new Department:	1. Select [Emplo	yee Managem	ent]
Ad Bodify Delete Employee Employee Deputyee Employee	d Management Employee ID ad Delete a FP from Unit s communication Employee Name Employee Name Employee Check Employee Check	Check Ingloyee	- = x
All Groups - Group1 - Group2 - Group3 - Group4			
Enclose A △ Card No. Name Sex Position Jain Jain Jain Jain Jain Jain Jain Jai	Input Department Name Please Input Department Name:	Addees Unit 12 3. Enter the r Cancel 4. Click [OK]	
Read attendance records completed		0.0	Stop 📰





Delete Department:
1. Select [Employee Management]
Unit Management Record Supervision Engloyees Munement Record Management
Add Wolffy Delete Imafer Set Copy Laployee Engloyee Franfer Frivilege Frivilege Frivilege Laployee Engloyees Hangment Frivilege Frivilege Frivilege
□ Al Groups □ Group2 □ Group3 □ Group4 □ Group4
Instrument Card No. Name Sex Position Bithday Employ Date Phone Address Unit PW Add dept Jain 12 1 12 1 12 1 Bodify dept Iii Image: Sex Image: Sex Image: Sex Image: Sex Image: Sex Image: Sex Date: dept Image: Sex Image: Sex Image: Sex Image: Sex Image: Sex Image: Sex
Please confirm Please confirm Are you sure to delete the selected department? OK Cancel
2. Select the department name and right click mouseClick
[Delete Dept] 4. Click [OK] to save
Read attendance records completed 0% 5100 pt

Right button menu:

	lish - 루							- = X
Unit Manageme	nt Record Super-	vision Employees M	anagement Record Managem					
Add Modify Employee Employee	Delete Enployee Departs Employees Manage	fer Set C ment privilege Priv	opy vilege Employees & FP Enployees commu	Delete from Unit nication	Enployee Checking	Check Enployee		
 → All Groups → Group1 → Group2 → Group3 → Group4 → Group5 	₽ 1[1]	2(2)						
👸 Headoffice	Employee N Car	d No. Name Jain	Sex Position	Birthday Employ Date	Phone Addre	s Uni 1,2		
	8101 3 8102	Jan				1,2		
	≱ 8102	jk	ତ େ କ୍ର &	Select All Cancel Saletion Transfer Department Add Imployee Nodify Employee Delete Employee	<u>, al</u>			
Read attendance records co	meter				0%			Stop 14

3.4	Record Management1. Select [Record Management]
B All Group Group Set the rec	ant Record Supervision Exployees Management Record Management 2011-05-25 - 2011-05-25 - Search Record Fried How Ster - Search Search Space symbol Length 1 Search Space Symbol Length 1 How Ster - Space Symbol Length 1 Export Fried How Ster - Ster - Ster - Ster - Ster - Ster - Space Symbol Length 1 Export Fried How Ster - Ster
Να [™] Name	Status Status Description Terminal Name Dept Position Work Code Identification Method Save As Save In: Backgroup management Image: Save In: Dept Template System prompt System prompt Records have been exported to "E:\Test\Report\KQ-Rep.txt"
Reed attendance records com	My Computer 7. Click [OK] to confirm My Network File name: Save as type: Text File txt) Cancel 6. Enter the file name and click [Save]

[Export Format]: 3 formats optional: text file (.txt), CSV file (.csv), Excel files (.xls).

Text file(*.txt)	
CSV file(*.csv)	
Excel file (*.xls)	

[Export Field]: Choose the fields which are useful for you.

V	No.
	Name
~	Date/Time
~	Unit No.
	Unit name
V	Status
	Status Name
	Department
	Position

[Time Format]: 4 optional formats

yyyymmmmdd hhimmiss	
yyyy-m-d hh:mm:ss	
yy-mm-dd hh:mm:ss	
yyyymmddhhmmss	

[Employee ID Length]: Set employee No. length, the default is 6 digits.

[Space Symbol]: Space symbol to separate fields.

[Space Symbol Length]: Space symbol bit.

3.5 System Setup

3.5.1 Basic Parameter Setup

English -	1. Click [Basic Parameter Setup]	вx
Basic Parameter Setting	Initialire Terninal Ring Time rane/Group Download Download Clear Backup Ravme	
TAA state Setting Ba	mit narameter settings settings new record all record record Employees Employees Basic Farameter Setting Unit Management	
Timing Downloading Record		
Tanagement PT setting	40	
👔 Database linking setting	E Basic Parameter Setting	~
	Basic Parameter	
Exit system	Com Port Communication delay time(1-5) Seconds 3	
	Network Communication delay time(1-20) Seconds 5	
	Communication Failed, automatically exit current operation 3. Click [OK]	
	In Realtime Monitoring, voice prompts "Department Name"	
	Clear the data after downloading	
2. Set	et the parameters	
	System Prompt	
	Basic Parameter Setting Successful!	
	4. Click [OK] to confirm	
<u>s</u>		>
Read attendance records completed	0% Stop	.::

[Com Port Communication delay time (1-5) seconds]: The default time is 3s.

[Network Communication delay time (1-20) seconds]: The default time is 5s.

[Communication failed, automatically exit current operation]: If timeout is larger than 'Communication delay time', software will automatically exit.

[In Realtime Monitoring, voice prompts "Department name"]: During real-time monitor, if employee is access granted, the software will voice prompt employee department and name.

[Clear the data after downloading]: After downloading records completed, delete the record downloaded from machine automatically.

3.5.2 T&A Status Setup

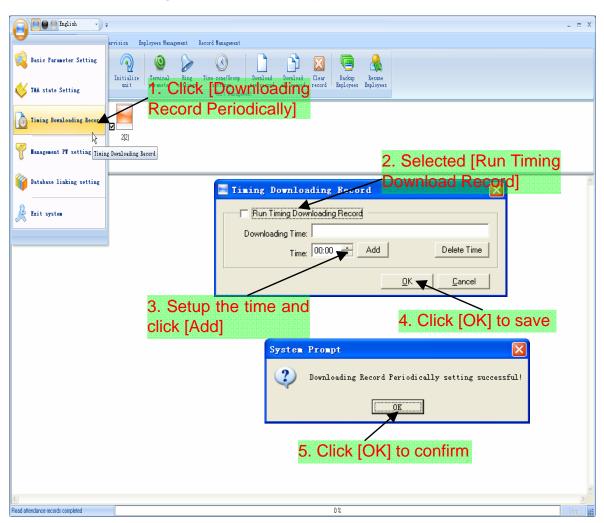
Click the [T&A Status Setup] option, and the [T&A Status Setup] window pops up:

🔁 🦳 🕒 English 🔹 🕘 🗧				
	ervision Employees Management Reco	ord Management		
Basic Parameter Setting		&A Status Setu		
🞸 T&A state Setting	Initialize For IICK parameter settings	settings new record all record re Unit Management	Backup Resume Employees Employees	
Timing Downloadi TAA state Se	tting			
Tanagement PT setting	2[2]	📑 T&A Status Setup)	×
U		Status Value Symbol	Status Description	
Database linking setting		01	In	
•		1 0	Out	
Exit system		► 2 2	2	
S Lait system		3 3	3	
		4 4	4	
		5 5	5 🔍	
		6 6	6	
		7 7	7 Nodity	the status, and
		8 8	⁸ then click	[Enter]
		9 9	-	
		10 10	10	
		11 11	11	
		12 12	12	
		13 13	13	
		14 14	14	_
		15 15	15	
		Retrieve from the selected	terminal Upload to the selected termina	1
d attendance records completed			0%	Stop

Click the state which is going to be modified. Input the status description.

[Retrieve from the selected terminal]: Download the T&A status from the selected terminal;

[Upload to the selected terminal]: Upload the T&A status from the selected terminal.



3.5.3 Downloading Record Periodically

3.5.4	Management PW	/ Setup

For initial revision Enployees Hangement Reord Hangement Image: Provision Enployees Hangement Reord Hangement Image: Provision Enployees Image: Provision Enployee Image: Provision Enployee Image: Provision Enpl
V TAA state Setting Timing Bornlesding Record Tanagement PF setting Tanagement PF setting
Der Tining Dornloading Record Rangement Pf setting
Tixing Boralesding Record
P Banagement PT setting
V Database linking settiv Management 77 setting
2. Input the original password
3. Input the new password
3. Input the new password
Old Pwd:
New Pwd:
Comfirm Pwd:
4. Click [OK] to save
System prompt 🔀
Admin password modification successful!
eed attendance records completed 0.2 5. Click [OK] to confirm 6.0 at

[Old password]: Default password is empty.

If user has modified password, please input this password which is used to log on system. If it's wrong, system will prompt:



Click [OK] and input old password again.

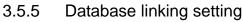
[New Pwd]: The password user wants to set.

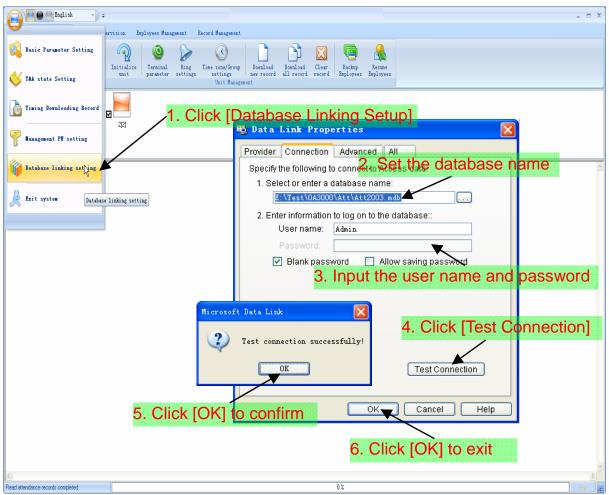
[Confirm Pwd]: Input new password again to confirm.

If confirm Pwd is different from new one, system will prompt:



Click [OK] button to input confirm password again.





3.5.6 Exit system

English		- = X
—	rvision Employees Management Record Management	
Basic Parameter Setting		
K TAA state Setting	Initialize Terminal Ring Time zone/Group Download Download Clear Backup Resume unit parameter settings settings new record all record record Employees Employees	
Timing Downloading Record		
Tanagement PT setting	2[2]	
💗 Database linking setti	Please confirm 🗙 Please confirm	~
Exit system	Cancel	
Exit system		
LAIT System	5. Click [OK] to exit	
		~
<u><</u>		>
Read attendance records completed	0%	Stop 🤢

3.6 User interface configuration

3.6.1 Interface skin color

Shift the skin color by press the button [[].The style is Windows XP system style.

3.6.2 Change the software language

Choose the language in the option [Chinese

3.6.3 Setup Shortcuts

Move the cursor to the icon [Synchronize Time]. Click the mouse's right button. It prompts:

 Image: Tendish and the first set ings set in

Click the item [Add to Quick Access Toolbar]. And then you can see the quick access button on the toolbar as follows:

F		0	🔵 English	• • 🙆	Ŧ		2						-	-	x
e	2	Unit Ma	anagement	Record Super			nent	Record Management							
					V	Black	0								
	-		<u></u>		V	Silver		S				u 😑			
A (Un		Modify Unit	Delete Unit	Synchronize time	V	Language	Ring settings	Time zone/Group settings	Download new record	Download all record	Clear record	Backup Emplorees	Resume Emplorees		
		inal Man		crine	V	Synchronize time	feccings	Unit Manager		all record	record	Lapiorees	improrees		

Move the cursor to the quick access button. And then click the mouse's right button.

It prompts:

	Unit Me	English	Record Supe	-	Quick Acces: plorees Mana		Record Management					-	 = X
Add	Modify	Delete	Synchroni ze	N Initialize	O Terminal	Ring	C Time zone/Group	Download	Download	Clear	Backup	Resume	
Unit	Uni t	Uni t	time	unit	parameter	settings	settings	new record	all record	record	Emplorees	Emplorees	
Term	inal Man	agment					Unit Managem	ent					

Click the item "Remove from the Quick Access Toolbar".

3.7 U disk management program

U disk management program mainly manages the transactions from the U disk. The interface is as follows:

🗢 U Disk Tanagement				×
Read the data from the U disk Modify the data in the U disk Export data from the databas	•			
Read the records from the U disk				
		Start		
Read the employee information from the U disk				
		Start	[
Replace the existing employee information				
Read the fingerprint templates from the U disk			1	
Replace the existing fingerprint templates		Start		
				Ē
			2	9
			>	
0%				

3.7.1 Read the data from the U disk

Click []] button after [Read the records from the U disk]. And then select the file: BAK.KQ from the U disk.

Click the button [Start] to download the data from the U disk to the software's database.

The operation information shows on window as follows:

[13:05:42] Reading the T&A records...

The employee ID isn't existent:0 2008-02-11 18:35:42

Records:13 ;Success:12

[13:05:43] Finished!

Click [...] button after [Read the employee information from the U disk]. And then select the file: BAK.YG from the U disk.

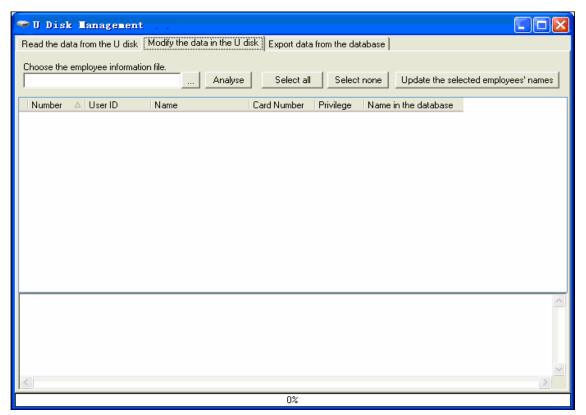
Click the button [Start] to download the data from the U disk to the software's database.

The operation information shows on window as follows:

[13:17:14] Reading the employee information...Employee Information:8 ;Success:8[13:17:14] Finished!

Click [...] button after [Read the employee information from the U disk].

3.7.2 Modify the data in the U disk



Click the button [...] to choose the employee information file: BAK.YG from the U disk. Click the button [Analyse].

Select the employees and then click the button [Update the selected employees' name] to copy the employees' information from the software database Att2003.mdb. And you can analyse the file: BAK.YG again to check the employees' information.

1	Number 🛛 🛆	User ID	Name	Card Number	Privilege	Name in the database	
	1	1		0	1	Clark	
L	2			0		Peter	
L	3			0		May Li	
L	4			0		Judy	
ŀ	5			0		Maggic	
ŀ	6			0		Larry	_
┝	8			0		Cherry	
┝	9			0		James Materia	
┝	10			0		Michelle Lizzy	
ŀ	11	1000		0		Marks	
t	12			0		Holly	
t	13			0		Wholes	

The operation information shows on window as follows:

[13:45:52] Updating the employee name... Copy file:H:\00000001\BAK.YG to file:H:\00000001\BAK.YG.bk1 [13:45:52] Finished!

3.7.3 Export data from the database

Ent	er the de	evice	's serial number		Search	Select all	⊖ Forma Sel∉	ect none	C Format3 (*.YG3) d records to the file
L NI	lumber	Α.	User ID	Name		Card Number	Privilege		
IN IN	umber	1	Useriu 1	Name		Card Number	Frivilege	1	
-		2	10			0		1	
-		3				0		1	
		4	1000			0		1	
		5	1001			0		1	
		6	1002			0		1	
		7	1003			0		1	
		8	1004			0		1	
		9	1005			0		1	
		10	1006			0		1	
		11	1007			0		1	
		12	1008			0		1	
		13	1009			0		1	

Click the button [Search] to search the employees. Select the employees and then

click the button "Export the selected records to the file" to copy the employee information from the software database Att2003.mdb to the file: BAK.YG and BAK.ZW in the U disk.

The operation information shows on window as follows:

[13:58:32] Exporting...

Save the employee information to:H:\00000001\bak.yg

[13:58:32] Finished!

Tips: The filename extension of the employees' information has two kinds: *.YG or *.YG2 or *.YG3, please based on the actual situation.

Chapter4 FAQ

Frequently asked questions and answers



4 FQA

4.1 The machine can't be connected with PC.

Reason	Solution
1. Communication method not set correctly	Select the correct communication method
2. Cable not plugged firmly or cable hardware problem	Plug the cable firmly or change another cable
3. Not able to connect COM (wrong COM No.)	Please enter the right COM No.
4. Not able to connect TCP/IP (wrong setting)	Refer to the manual for connecting Time Attendance terminal

4.2 No records found though employee have clocked in/out.

Reason	Solution
1. Unit power break for a long time (time turn to zero as default)	Synchronize the time
2. Attendance records is not new	Download the latest record.

4.3 We don't use the ID + card mode to get verified.

Reason	Solution
1. Wrong ID entered	Enter the right ID
2. This user has no right to use 1:1 identification method	Set 1:1 identification method for this user.

Please note: Should you have any other problems, please kindly email us the log files in zip or rar (The log files are in Log directory in the installation directory of the software)!

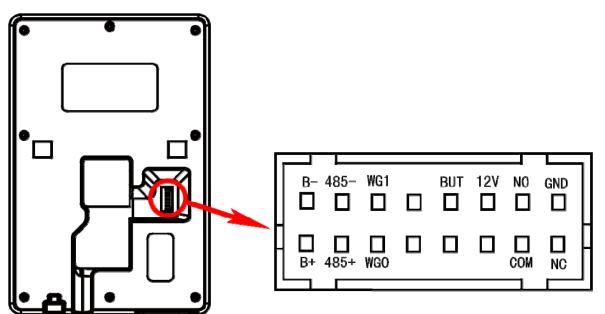
Chapter5 Appendix

The main theme of this chapter is the additional information of this T&A including access control cable connection.



5 Appendix

5.1 Interface Illustration



B+: Door bell input

485+: RS485 input

WG0: Wiegand Signal D0

BUT: Button

COM: Dry contact signal public connector

NO: Dry contact signal connector (normal open)

NC: Dry contact signal connector (normal close)

B-: Door bell output 485-: RS485 output WG1: Wiegand Signal D1

12V: 12V power supply input

GND: public ground